Tutorial 4: Build and Edit Content

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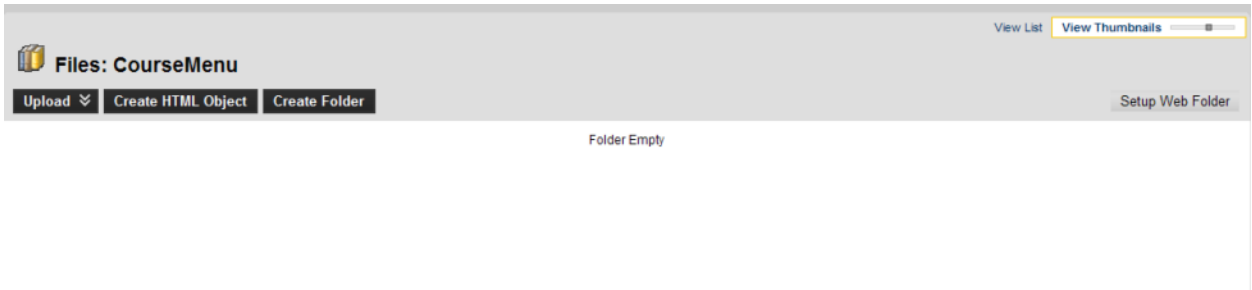
Blackboard File Manager

The Blackboard File Manager feature allows instructors to upload, download store and manage folders or documents into one central location within their Blackboard course. Documents (i.e. PowerPoint sideshows, Word documents, or Multimedia files) can be uploaded to a Blackboard course with a single upload, instead of uploading documents one document at a time.

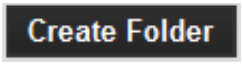
The instructor will choose the Browse from Course option in the Content Area, to upload content. All files added to the course can be copied to another course using the course copy feature in Blackboard. These files may also be archived for use in future courses.

Open the Course Homepage and locate the Control Panel. Click the Action Button to open the Files Page**.** The Files page opens with a series of buttons.



Upload: Allows the instructor to upload a single document, a folder containing multiple files, or upload a pre-packaged set of documents prepared for Blackboard by a textbook company.

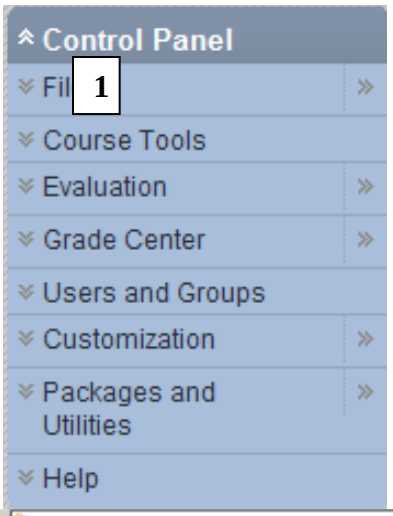
Create an HTML Object: Allows the instructor to create a Reusable document with text and multimedia content in HTML format that is then stored in the File Manager. This document may be uploaded to any Content Area. The student can open and read the information in the same manner as course content. This option works best for any items that are not time or date sensitive, but are reused frequently.



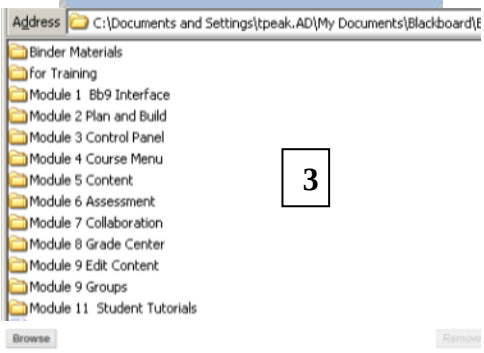
Create Folder: The instructor can create a folder to house a single document, a folder or HTML Objects, or a pre-packaged set of documents.

Upload Files

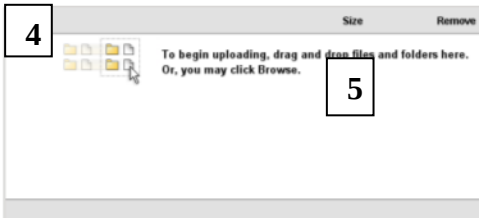
The instructor can upload a single document, a folder containing multiple files, or upload a pre-packaged set of documents prepared for Blackboard by a textbook company.



1. Open the course homepage and locate the Control Panel, and click the **Action Button** » to open the **Files Page.**

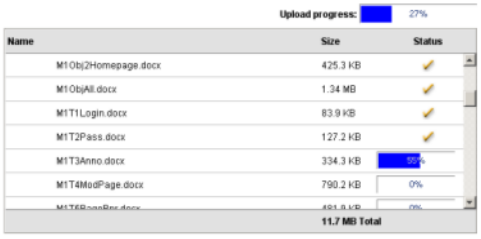


2. **Click Upload** Upload **and choose Upload Files.** Upload Files
3. On your computer, open the file or folder that contains the items that will be uploaded.



4. The **Upload Multiple Files and Folders page** opens.
5. Click and Drag the files into the area marked **"To begin uploading. drag and Drop files and folders here"**

6. When all of the folders have loaded, click **Submit.** Submit
7. To remove files click **Remove All.** Remove All
8. Alternatively, Click **Browse** Browse to locate and download files or folders.



9. It will take a few minutes upload large files.
10. Click **Submit** Submit again, and you will be returned to the **Files:** page.

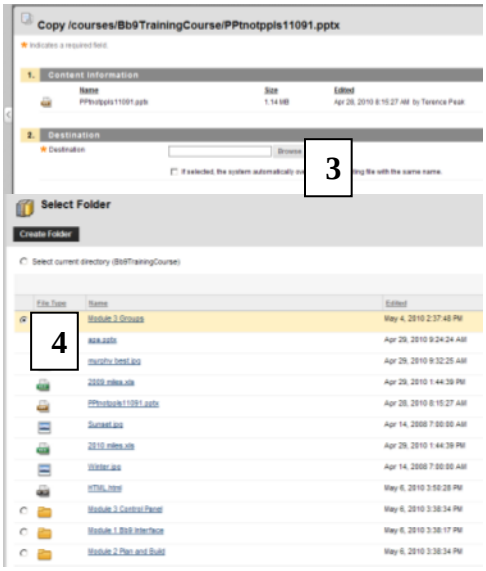
Editing Options

After uploading files to the file manager, a new series of buttons appear; **Download Package, Copy Move,** and **Delete**

Download Files as a Zip File Package

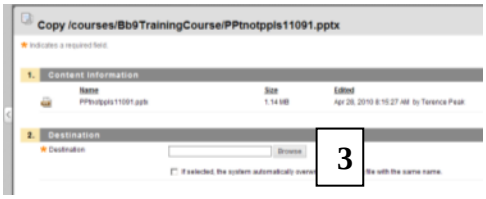
1. Choose one or more files or folders from the list by clicking the circle.
2. Click **Download Package**. Download Package
3. A dialogue Box opens, click **Save** Save and choose a location on your computer to save the file.

Copy Files

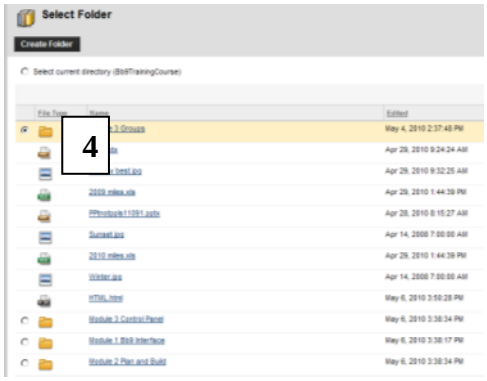


1. Choose one or more files or folders from the list by clicking the circle.
2. Click **Copy**. Copy
3. The **Copy Dialogue page** opens, Click **Browse** Browse to choose a destination where the item will be copied.
4. Choose a **destination file** for the item by clicking the circle.
5. Click **Submit.** Submit
6. The **Copy Dialogue page** opens, click **Submit.** Submit
7. Click **Create Folder** Create Folder to create a folder for the item.

Move Files



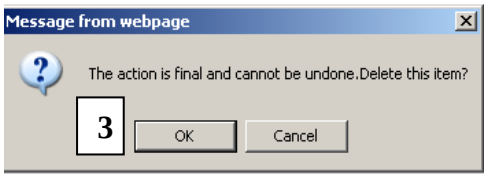
1. Choose one or more files or folders from the list.
2. Click **Move**. Move
3. The **Move Dialogue page** opens, click **Browse.** Browse to choose a destination where the item will be copied.



4. Choose a **destination file** for the item by clicking the circle.
5. Click **Submit.** Submit
6. The **Move Dialogue page** opens, click **Submit.** Submit
7. Click **Create Folder** Create Folder to create a folder for the item.

Delete Files

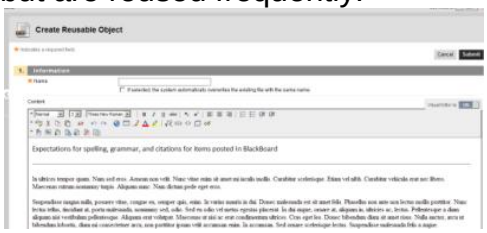
1. Choose one or more files or folders from the list by clicking the circle.
2. Click **Delete**. Delete



3. Click **OK.**

Create HTML Object

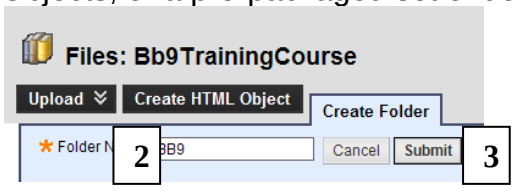
The instructor can create a Reusable document with text and multimedia content in HTML format that is then stored in the File Manager. This document may be uploaded to any Content Area. The student can open and read the information in the same manner as course content. This option works best for any items that are not time or date sensitive, but are reused frequently.



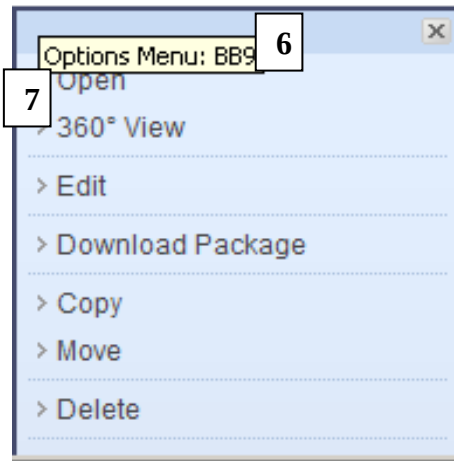
1. Click **Create HTML Object.** Create HTML Object
2. The **Create Reusable Object page** opens
3. **Name** the document
4. Add content in the **content section**
5. Click **Submit.** Submit

Create Folder

The instructor can create a folder to house a single document, a folder or HTML Objects, or a pre-packaged set of documents.

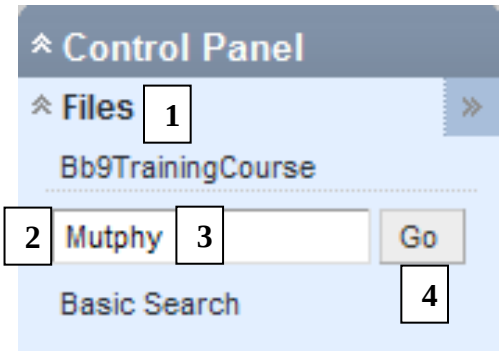


1. Click **Create Folder.** Create Folder
2. Type a **Folder Name**.
3. Click **Submit.** Submit



4. The **File Page** opens.
5. Locate the folder and click the **Action Button** next to the folder.
6. The **Options Menu** Opens.
7. Click **Open.**
8. The folder opens. Upload, Create HTML, or create another Folder in the folder.

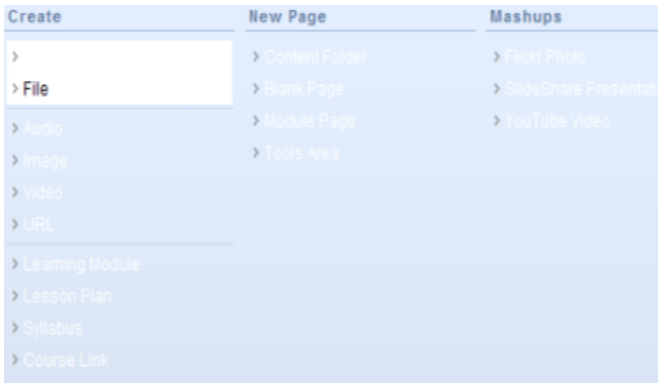
Search File Manager



1. Click Files in the **Control Panel.**
2. The **Search Window** opens
3. Type a document name in the window
4. Clock **GO.** Go
5. The document will appear in the File manager The **File Page** opens.

Build Content

The Build button opens up several options for creating content. There are three categories within Build Content; **Create, New Page,** and **Mashups.**



Create

Item	An Item is a general piece of content such as a document, presentation, image, or text to which a description and other items may be attached. Multiple documents can be attached to a single item.
File	A single file document such as a PowerPoint, PDF, Spreadsheet, or Word Document. Only one file may be uploaded.

Image, Video, Audio	Allows instructors to attach a multimedia file to a Content Area.
URL	External link to a Web site or resource outside of Blackboard.
Learning Module	Provides access to multiple types of content through one access point. Content is accessed sequentially and follows a logical pace. Each page of the Learning Module builds on the learning experience of the previous page.
Lesson Plan	The Lesson Plan enables the instructor to develop course content by choosing from a variety of pre-formatted Content Information and Curriculum Resources options. Curriculum Resources may include ANY content type.
Syllabus	The Syllabus Builder option enables an instructor to build a course syllabus or course outline by walking through a series of steps.
Course Link	Link to another item within the same course.

New Page

Content Folder	Allows instructors to create an assignment with multiple types of content. Any Content Type or Tool can be placed in a Folder.
Blank Page	Creates a link, that when accessed by the student opens a new page with instructions, content descriptions, and/or attached documents.
Module Page	A page containing dynamic personalized content modules that help users keep track of tasks, tests, assignments, and new content added to the course.
Tools Area	Links to tools (such as email, discussion boards, a contacts list, or calendar) which will be used exclusively in their course.

Mashups

Mashups	Mashups allow you to add multimedia content from the following resources: • **Flickr:** a site for viewing and sharing photographic images. • **Slideshare:** a site for viewing and sharing PowerPoint presentations, Word documents, or Adobe PDF Portfolios. • **YouTube:** a site for viewing and sharing online videos.

Content Options

When content is created, there are a series of options that the instructors choose to determine availability, date restrictions, and tracking.

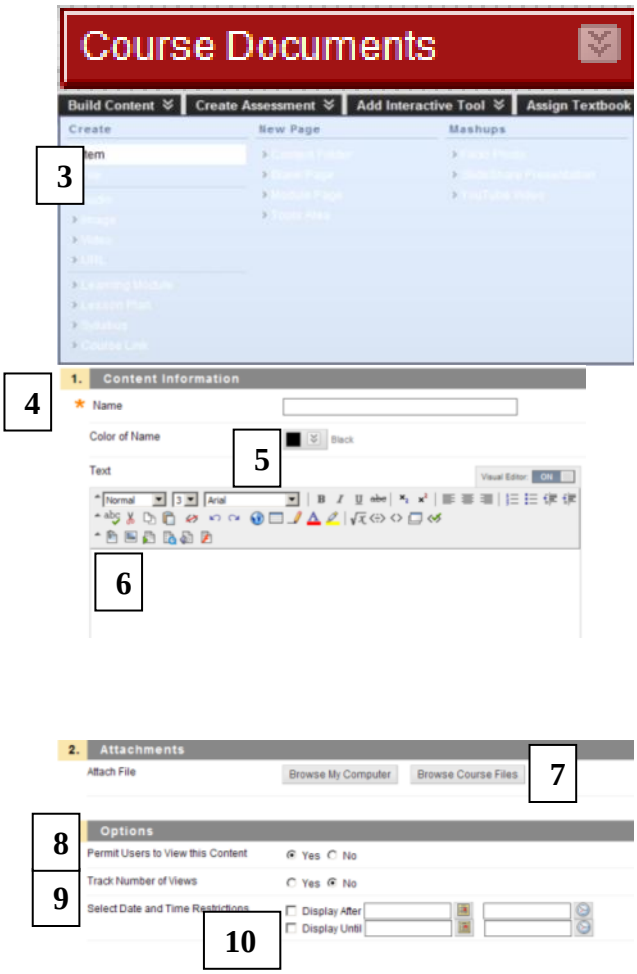
Availability	When a content item is added to a Course it is not automatically available. An availability option on the Add and Edit pages allows the user to set the **content** to available or unavailable. This allows the Instructor to create **content** and save it in a draft format. The availability setting is separate from Adaptive Release. If an item is not available users may not access it.
View content	Select **Yes** to make the content available to users. If **No** is selected this content is unavailable, regardless of Adaptive Release rules.
Open in new window	Select **Yes** to open the item in a separate browser window. This is helpful as users may continue viewing the Content Area along with the item.
Date and time restrictions	A range of dates that an item will be available to students. Select the Display After or Display After checkboxes, then select dates and times, and the item will appear

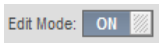
	until or after the selected dates.
Track views	Select **Yes** to turn on Tracking Reports. This generates usage reports for the item.

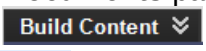
Create

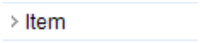
Create Item

An **Item** is a general piece of content such as a document, presentation, image, or text to which a description and other items may be attached.

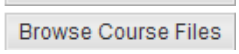


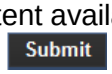
1. Turn the **Edit Mode ON**. 

2. Choose **Course Documents.**
3. On the **Course Documents** page, click **Build Content** 

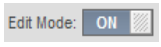
and choose **Item**. 

4. The **Create Item** page opens. Give the content a title in the **Name Field.** *Note the asterisk (*). All (*) fields must be filled out.*
5. Choose a **Color of Name** (optional).
6. Type instructions or other information into the **Text Field.**
7. Click **Browse My Computer**

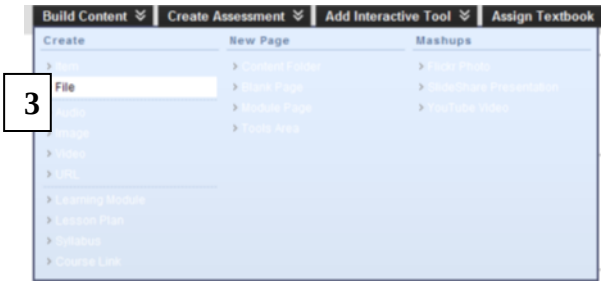
or **Browse Course Files** 

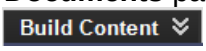
to locate the file.
8. **Permit users to View** Choose **Yes** to show the content item. Choose **No** to make it unavailable.
9. **Track Number of Views** Choose **Yes** to track how often a student has viewed or accessed content.
10. Select **Date** and **Time restrictions** to determine content availability.
11. Click **Submit.** 

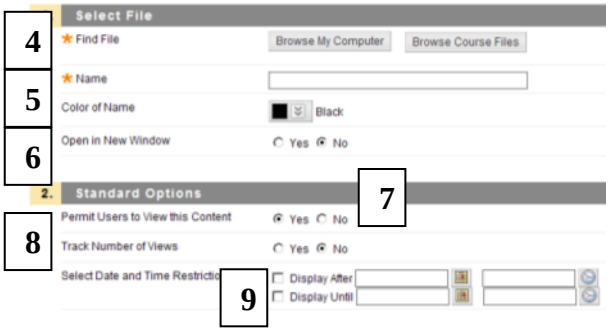
Create File

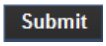
1. Turn the **Edit Mode ON**. 

2. Choose **Course Documents.**

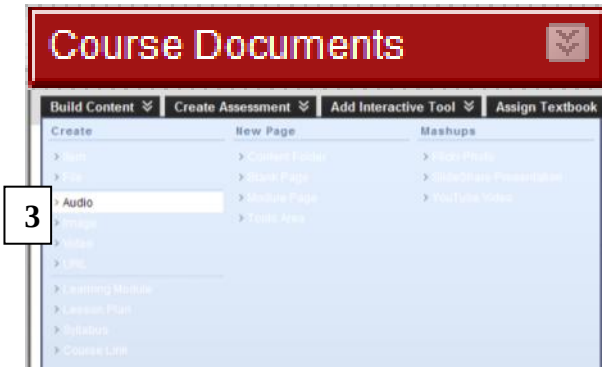


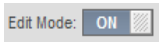
3. On the **Course Documents** page, click **Build Content**  and choose **File**.

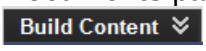


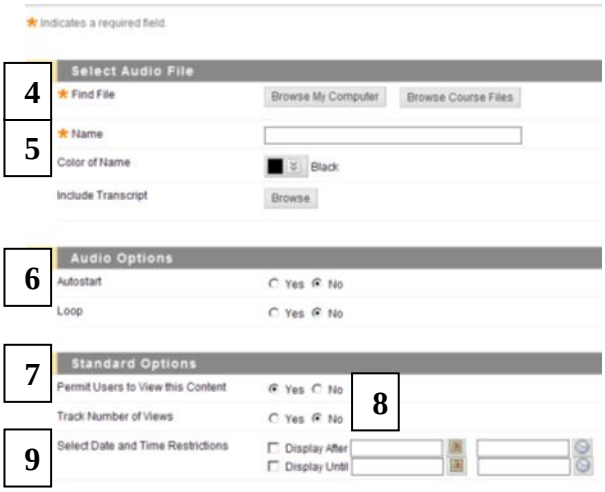
4. The **Create File** page opens. Click **Browse My Computer** or **Browse Course Files** to select the file.
5. **Name** the File, and choose a **Color.**
6. Choose whether or not to **Open in a New Window.**
7. **Permit users to View** Choose **Yes** to show the content item. Choose **No** to make it unavailable.
8. **Track Number of Views** Choose **Yes** to track how often a student has viewed or accessed content.
9. Select **Date** and **Time restrictions** to determine content availability.
10. Click **Submit.** 

Create Audio



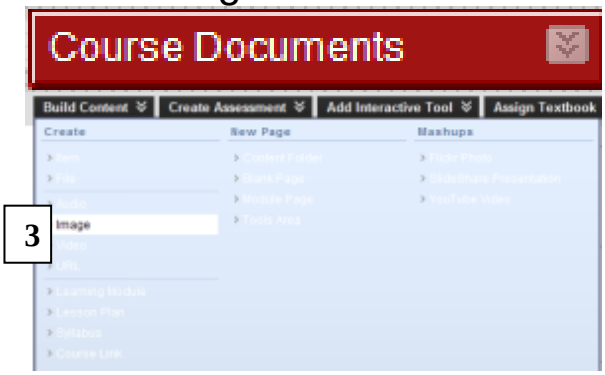
1. Turn the **Edit Mode ON**. 
2. Choose **Course Documents.**

3. On the **Course Documents** page, click **Build Content**  and choose **Audio**.



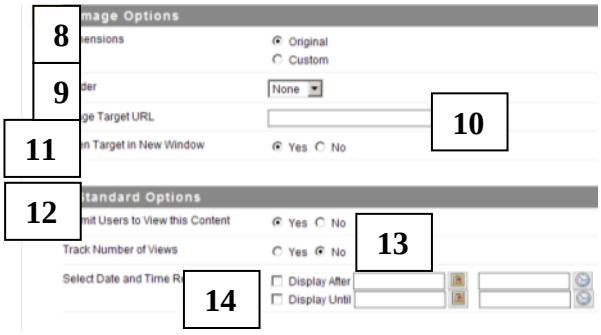
4. The **Create Audio** page opens. Click **Browse My Computer** Browse My Computer or **Browse Course Files** Browse Course Files to locate the audio file. Blackboard will only play the following file types: **.mp3, .wav, .wma, .wmv.**
5. **Name** the File, and choose a **Color.**
6. Choose an **Audio Option.**
7. **Permit users to View** Choose **Yes** to show the content item. Choose **No** to make it unavailable.
8. **Track Number of Views** Choose **Yes** to track how often a student has viewed or accessed content.
9. Select **Date** and **Time restrictions** to set when the Content will be available and unavailable to Students.
10. Click **Preview** Preview to hear the file or **Submit** Submit to add the file.

Create Image



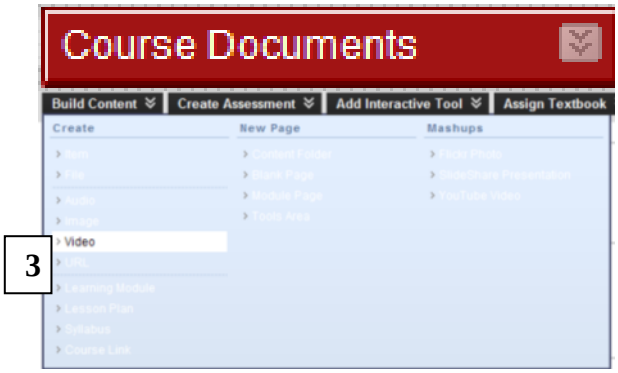
1. Turn the **Edit Mode ON**. Edit Mode: ON
2. Choose **Course Documents.**

3. On the **Course Documents** page, click **Build Content** Build Content and choose **Image.** Image
4. The **Create Image** page opens. Click **Browse My Computer**, Browse My Computer **Browse Course Files,** Browse Course Files or **Browse Mashups** Browse Mashups to locate the file.
5. **Name** the File, and choose a **Color.**
6. **Alt Text** will provide a text description for students with impaired vision. Alt Text is displayed so that the image can be read by screen readers.
7. Write a **Description.**



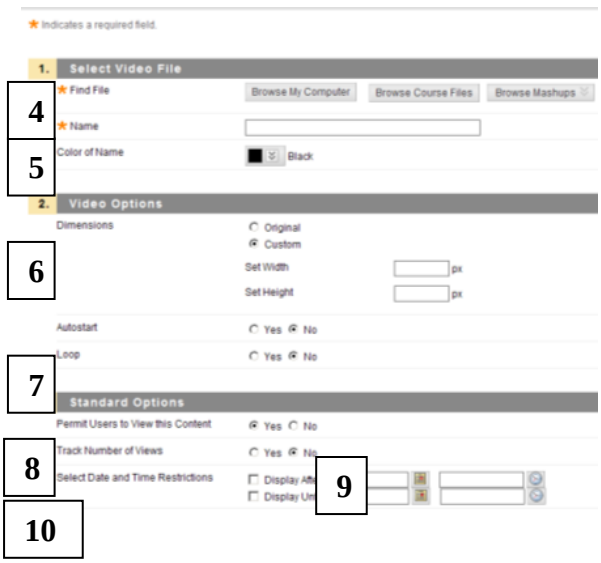
8. Choose **Dimensions** change the height or width of the image in pixels.
9. Choose a **Border.**
10. **Target URL** Enter a URL to create a link to a file or website outside of the Blackboard course.
11. **Open Target in New Window** to choose whether to display the image in a new window.
12. **Permit users to View** Choose **Yes** to show the content item. Choose **No** to make it unavailable.
13. **Track Number of Views** Choose **Yes** to track how often a student has viewed or accessed content.
14. Select **Date** and **Time restrictions** to determine content availability.
15. Click **Preview** Preview to view the file or **Submit** Submit to add the file.

Create Video



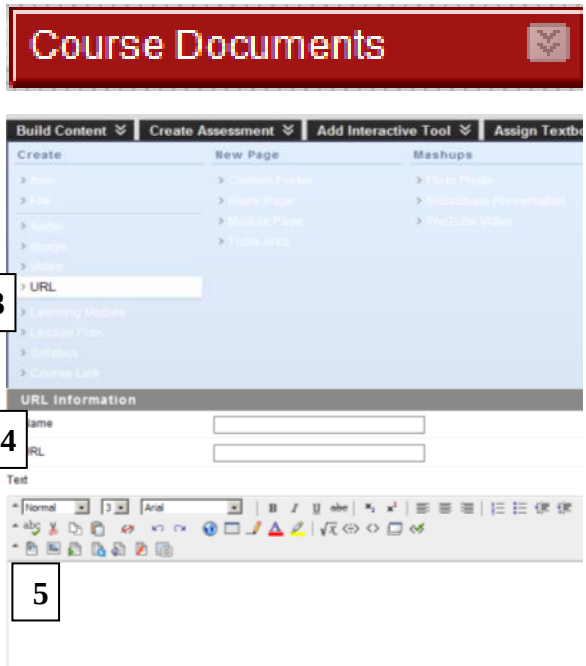
1. Turn the **Edit Mode ON**. Edit Mode: ON
2. Choose **Course Documents.**

3. On the **Course Documents** page, click **Build Content** Build Content and choose **Video**. Video



4. The **Create Video** page opens. Click **Browse My Computer**, Browse My Computer **Browse Course Files,** Browse Course Files or **Browse Mashups** Browse Mashups to locate the file. Blackboard will only play the following file types: **asf, .avi, .mpg, .mpeg, .wmv, qt, moov, .mov.**
5. **Name** the File, and choose a **Color.**
6. Choose **Dimensions** change the height or width of the image in pixels.
7. Choose the Autostart or Loop **Video Options.**
8. **Permit users to View** Choose **Yes** to show the content item. Choose **No** to make it unavailable.
9. Select **Date** and **Time restrictions** to determine content availability.
10. Select **Date** and **Time restrictions** to determine content availability.
11. Click **Preview** Preview to view the file or **Submit** Submit to add the file.

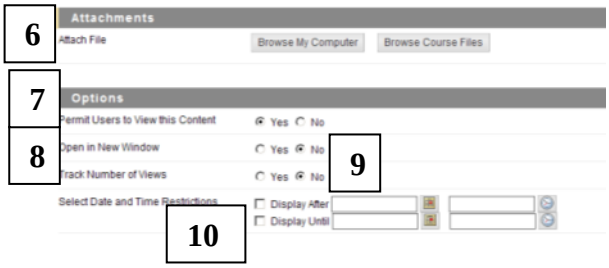
Create URL



1. Turn the **Edit Mode ON**. Edit Mode: ON
2. Choose **Course Documents.**

3. On the **Course Documents** page, click **Build Content** Build Content and choose **URL**. URL

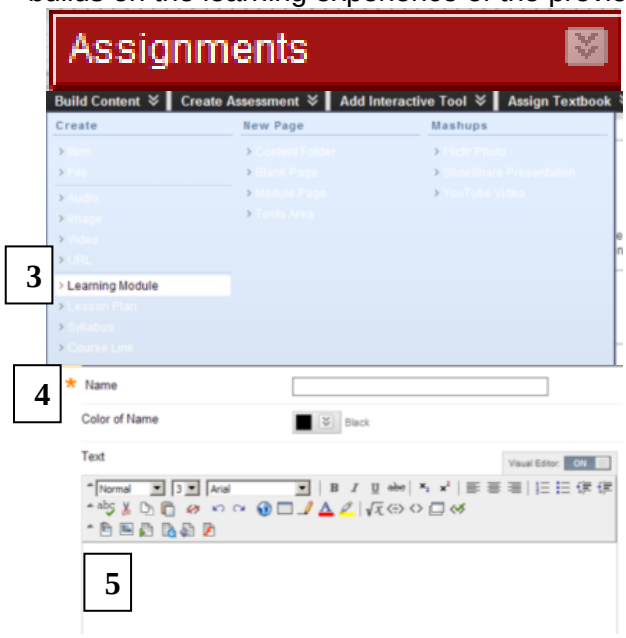
4. The **Create URL** page opens. Give the content a title in the **Name Field.** *Note the asterisk (*). All (*) fields must be filled out.*
5. Type instructions or other information into the **Text Field.**



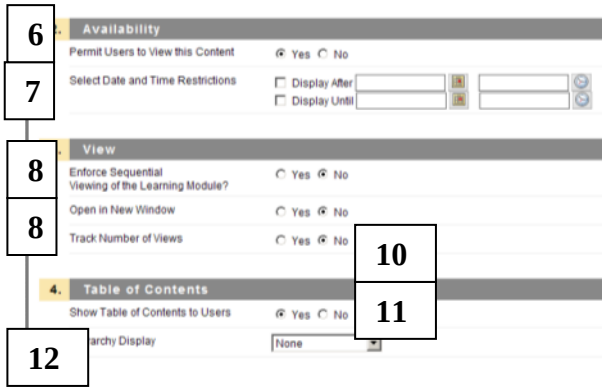
6. Click **Browse My Computer** Browse My Computer or **Browse Course Files** Browse Course Files to attach a file.
7. **Permit users to View** Choose **Yes** to show the content item. Choose **No** to make it unavailable.
8. Click **Yes** or **No** to **Open the URL in a New Window.**
9. **Track Number of Views** Choose **Yes** to track how often a student has viewed or accessed content.
10. Select **Date** and **Time restrictions** to determine content availability.
11. Click **Submit.** Submit

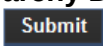
Create Learning Module

The **Learning Module** provides access to multiple types of content through one access point. Content is accessed sequentially and follows a logical pace. Each page of the Learning Module builds on the learning experience of the previous page.

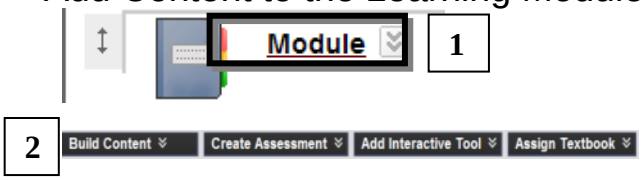


1. Turn the **Edit Mode ON**. Edit Mode: ON
2. Choose **Course Documents.**
3. On the **Assignments** page, click **Build Content** Build Content and choose **Learning Module**. Learning Module
4. The **Create Learning Module** page opens. Give the content a title in the **Name Field.**
5. In the **Text Field**, write a brief explanation of what the student is to accomplish.



6. **Permit users to View** Click **Yes** to show the content item, choose **No** to make it unavailable.
7. Select **Date** and **Time restrictions** to determine content availability.
8. **Enforce Sequential Viewing** Click **Yes**, and students must view content in the sequence. Click **No** to access the module at random.
9. **Open in New Window** If checked, a new browser window opens for the Module.
10. **Track Number of Views** Choose **Yes** to track how often a student has viewed or accessed content.
11. Click **Yes** to show the **Table of Contents.**
12. Choose a **Hierarchy Display.**
13. Click **Submit.** 

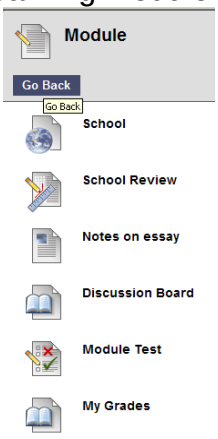
Add Content to the Learning Module



1. Click the **Module Link** (**Module**) to open the **Learning Module**.
2. The Module opens, choose a **Content Button** from the **Action Bar** to add content to the Module.

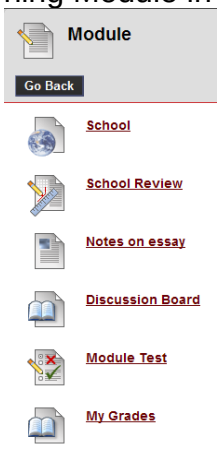
Learning Module Views

Learning Module in Sequential View



In the **Sequential View**, Content is not linked. Content is accessed by clicking the next or previous page button.

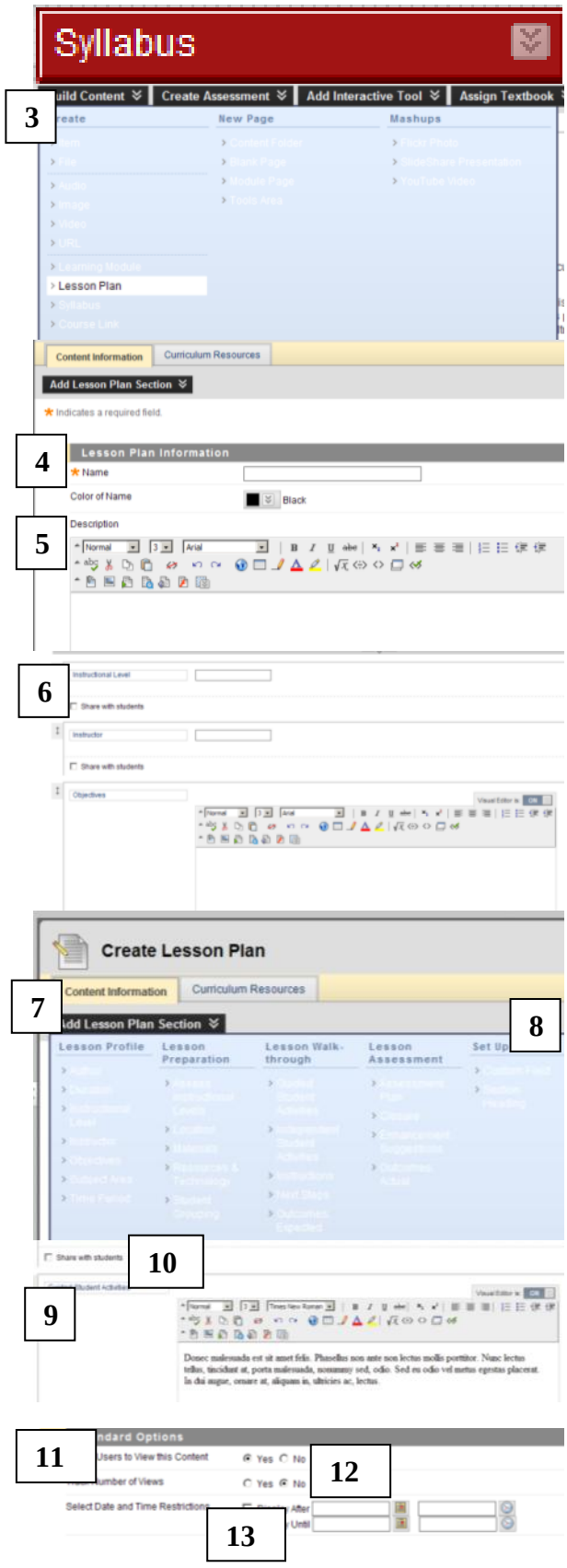
Learning Module in Random View



In the **Random View,** each item is linked; students can click on the link to access Content.

Create Lesson Plan

The Lesson Plan enables the instructor to develop course content by choosing from a variety of pre-formatted Content Information and Curriculum Resources options. Curriculum Resources may include ANY content type. The Lesson Plan outlines how the course will proceed though the semester. The instructor can plan activities, prepare lessons, outline resources, identify course outcomes, and assess outcomes.



1. Turn the **Edit Mode ON**. Edit Mode: ON
2. Choose **Course Documents.**

3. On the **Syllabus** page, click **Build Content** Build Content and choose **Lesson Plan.**
   Lesson Plan

4. The **Create lesson Plan** page opens. Give the content a title in the **Name Field.**
5. In the **Description Field**, write a brief explanation of what the student is to accomplish.

6. Below the Description Filed are a series of sections outlining **Objectives, Instructor Information, Instructional Level,** etc. Click the **field** to add information.

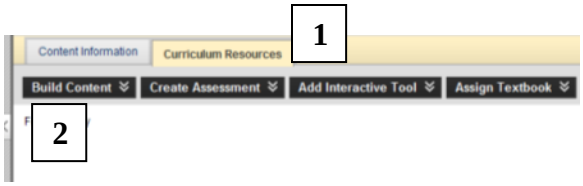
7. Instructors can add more sections by clicking the **Content Information** Content Information tab, and clicking **Add Lesson Plan Section**. Add Lesson Plan Section
8. Choose a section from any of the five categories; **Lesson Profile, Lesson Preparation, Lesson Walk Through, Lesson Assessment, and SetUp.**

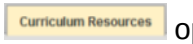
9. Click the **Section Name** and fill out the **Description.**
10. Click **Share with students** to show the activity to students.

11. **Permit users to View** Choose **Yes** to show the content item. Choose **No** to make it unavailable.
12. **Track Number of Views** Choose **Yes** to track how often a student has viewed or accessed content.

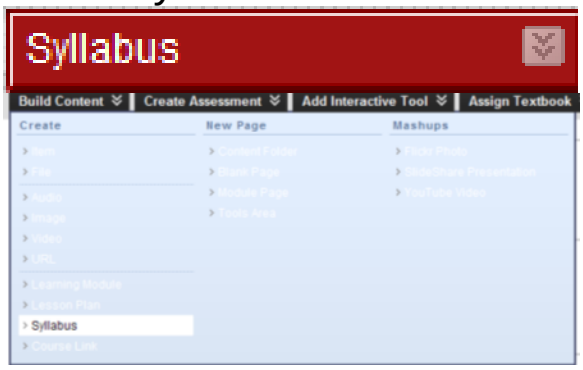
13. Select **Date** and **Time restrictions** to determine content availability.
14. Click **Save and Continue.**

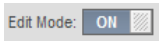
Add Content Resources to the Lesson Plan

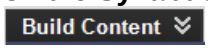


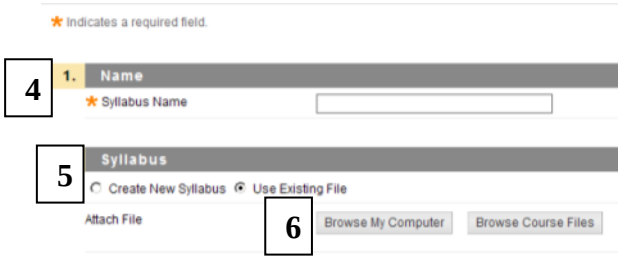
1. The Curriculum Resource Tab  opens.
2. Use any of the **Content Buttons** to add content to the Lesson Plan.

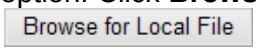
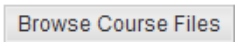
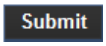
Create Syllabus



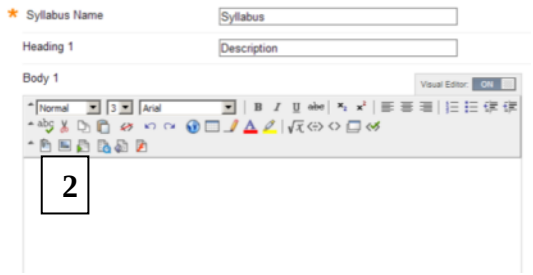
1. Turn the **Edit Mode ON**. 
2. Choose **Course Documents.**

3. On the **Syllabus** page, click **Build Content**  and choose **Syllabus.**

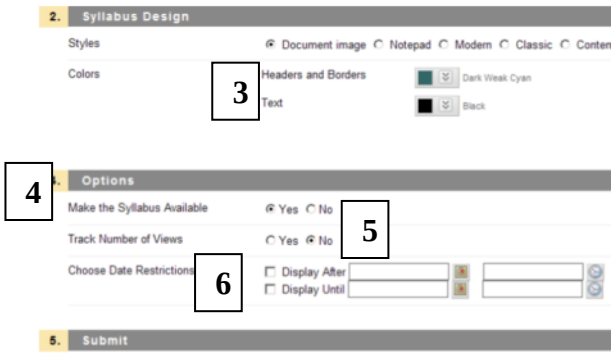


4. The **Add Syllabus** page opens. Give the Syllabus a title in the **Name Field.**
5. **Create New Syllabus** will open the **Syllabus Builder.**
6. **Use Existing File** will open the Browse option. Click **Browse button**  or **Browse Course Files**  to locate and upload the Syllabus document.
7. Click **Submit.**  to submit the syllabus or open the **Syllabus Builder.**

The Syllabus Builder



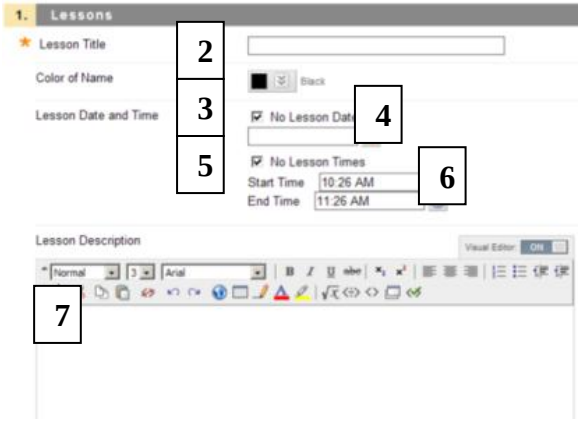
1. Clicking **Create New Syllabus** will open the **Syllabus Builder.**
2. There are three sections to the page: **Description, Learning Objectives,** and **Required Materials**. These headings can be changed if necessary. Type instructions in the **Body.**



3. The **Syllabus Design** section allows you to choose page **Style** and **Colors** for the borders and text. Click the **Action Button** to choose from a list of colors.
4. Click **Yes** or **No** to make the Syllabus **Available.**
5. **Track Number of Views** Choose **Yes** to track how often a student has viewed or accessed content.
6. Select **Date** and **Time restrictions.**
7. Click **Submit.** Submit

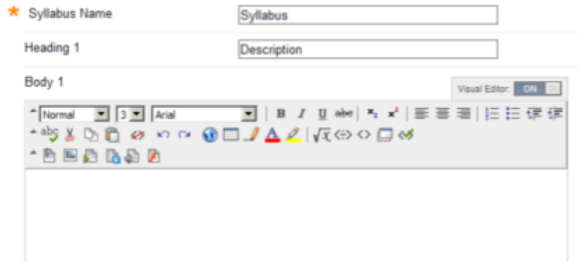
Add Lessons to the Syllabus

Lessons are modules that outline the instructor's lesson plan for the semester. Lessons further enhance the Syllabus by providing the title, description and dates that a specific course topic will be covered in the course.



1. On the **Syllabus Builder page**, click **Add Lesson**. Add Lesson
2. Type the **Lesson Title**.
3. *Uncheck* the **No Lesson Date box** to add a date for the lesson.
4. To add a date, click the **Calendar icon.**
5. *Uncheck* the **No Lesson Times** box to add a date for the lesson.
6. To add a time, click the **clock icon.**
7. Add a **Description**.
8. Click **Submit.** Submit

Edit the Syllabus



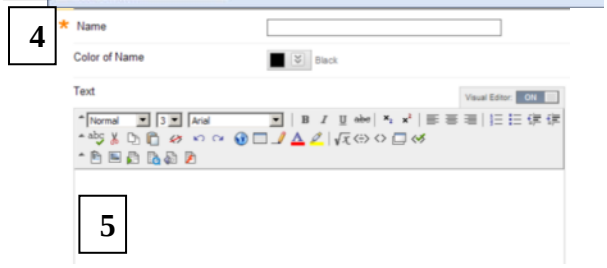
1. Click the **Edit Syllabus Button.** Edit Syllabus
2. Thie will reopen the **Syllabus Builder page.**
3. Make any necessary change to the Syllabus, click **Submit.** Submit
4. To exit the Syllabus Builder, click **OK.**

Create Course Link

A Course Link is a link to another item in a course or in another part of the system such as a Course Objective or the Content Collection.

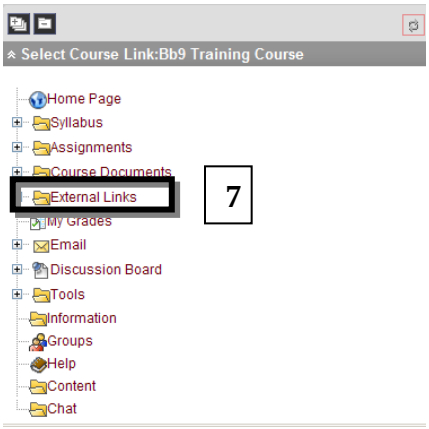
1. Turn the **Edit Mode ON**. Edit Mode: ON
2. Choose **Course Documents.**

3. On the **Course Documents** page, click **Build Content** Build Content and choose **Course Link**. Course Link

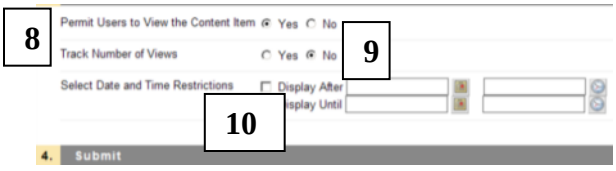


4. The **Create Course Links** page opens. Give the content a title in the **Name Field.**
5. In the **Text Field**, write a brief explanation of what the student is to accomplish.

6. In the **Course Links** section, click the **Browse** Browse... button to locate the Course Content or Tool that you wish to link.



7. Choose a **Course Link.**

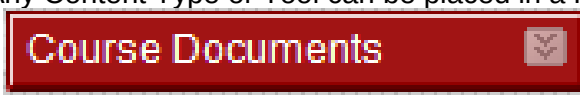


8. **Permit users to View** Click **Yes** to show the content item, choose **No** to make it unavailable.
9. **Track Number of Views** Choose **Yes** to track how often a student has viewed or accessed content.
10. Select **Date** and **Time restrictions** to determine content availability.
11. Click **Submit.** Submit

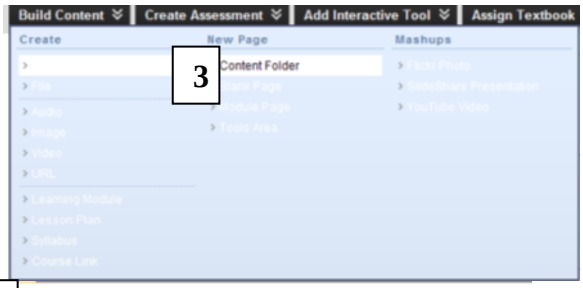
New Page

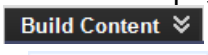
Create Content Folder

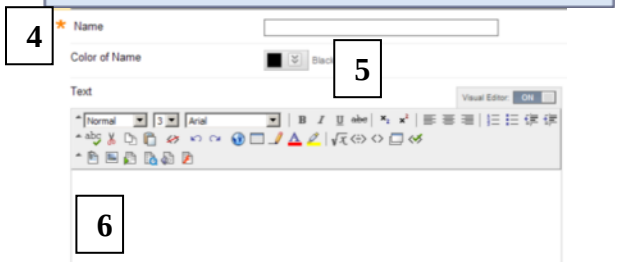
The **Content Folder** allows instructors to create an assignment with multiple types of content. Any Content Type or Tool can be placed in a Folder.



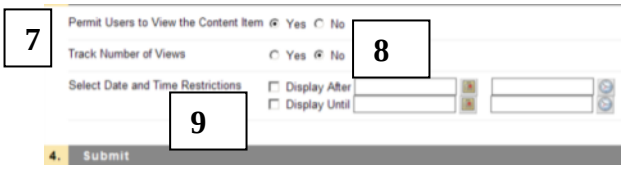
1. Turn the **Edit Mode ON**. Edit Mode: ON
2. Choose **Course Documents.**

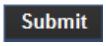


3. On the **Course Documents** page, click **Build Content**  and choose **Content Folder**.



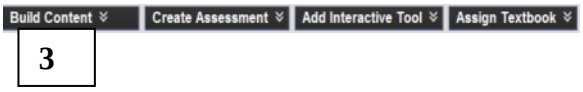
4. The **Create Folder** page opens. Give the content a title in the **Name Field.**
5. Choose a **Color of Name** (optional).
6. Write a description of that the student needs to complete the assignment in the **Text Field.**



7. **Permit users to View** Click **Yes** to show the content item, choose **No** to make it unavailable.
8. **Track Number of Views** Choose **Yes** to track how often a student has viewed or accessed content.
9. Select **Date** and **Time restrictions** to determine content availability.
10. Click **Submit.** 

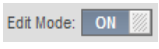
Add Folder Content

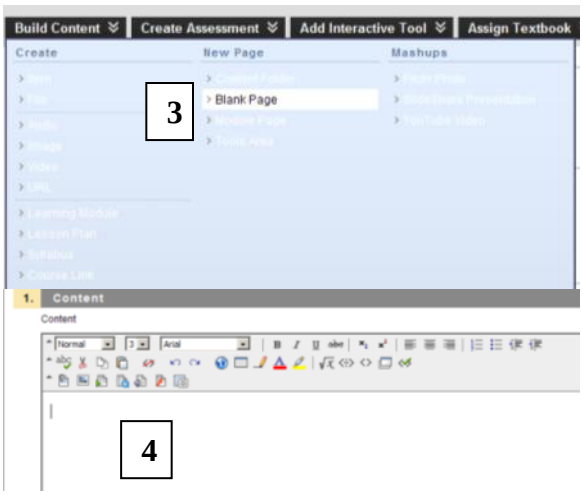
1. Click the **Folder name** (**New Folder**) to open **the** folder.
2. The folder can be moved up or down the Content Area by clicking and dragging the double arrow.
3. The folder opens, choose a **Content Button** from the **Action Bar** to add content to the folder. (Refer to other tutorials for folder content).

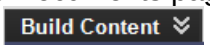


Create Blank Page

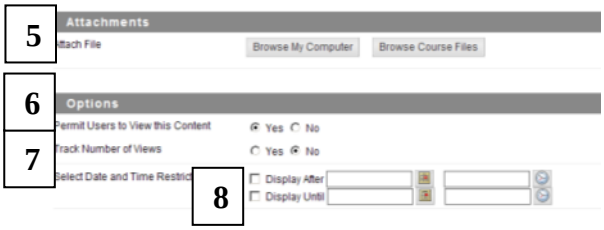
Think of a Blank Page as an instructor's canvas for adding whatever content that they would like. You can add text, photos, vides documents, or external links. The Blank Page is a link, when accessed by the student, opens a new page with instructions, content descriptions, and/or attached documents. A Blank Page is similar to an item, except that there is not a description of the page in the content area.

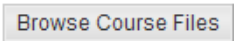
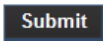
1. Turn the **Edit Mode ON**. 
2. Choose **Course Documents.**



3. On the Course Documents page, click Build Content  and choose Blank page.

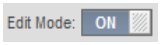
4. Type instructions into the **Content Area.**

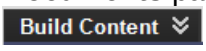
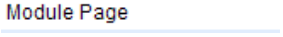


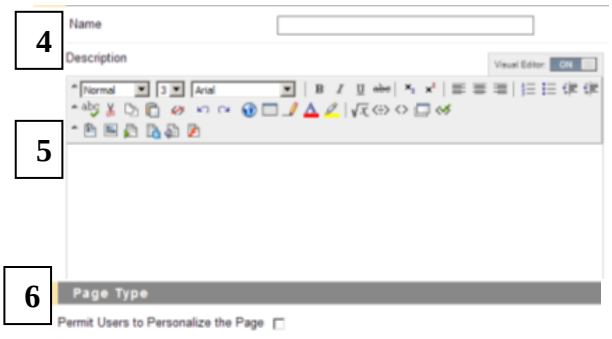
5. Click **Browse My Computer** or **Browse Course Files**  to attach a file.
6. **Permit users to View** Choose **Yes** to show the content item. Choose **No** to make it unavailable.
7. **Track Number of Views** Choose **Yes** to track how often a student has viewed or accessed content.
8. Select **Date** and **Time restrictions** to determine content availability.
9. Click **Submit.** 

Create Module Page

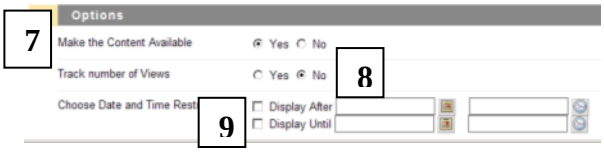
Module Pages contain dynamic personalized **content modules** that help users keep track of tasks, assessments, assignments, tools, links and new content added to the course. A content module can be created at the course level or within a course group. The information is specific to each course or group. Instructors can edit, add content to, or re-arrange. Students (If given permission), can personalize a Module Page.

1. Turn the **Edit Mode ON**. 
2. Choose **Course Documents.**

3. On the **Course Documents** page, click **Build Content**  and choose **Module Page.** 



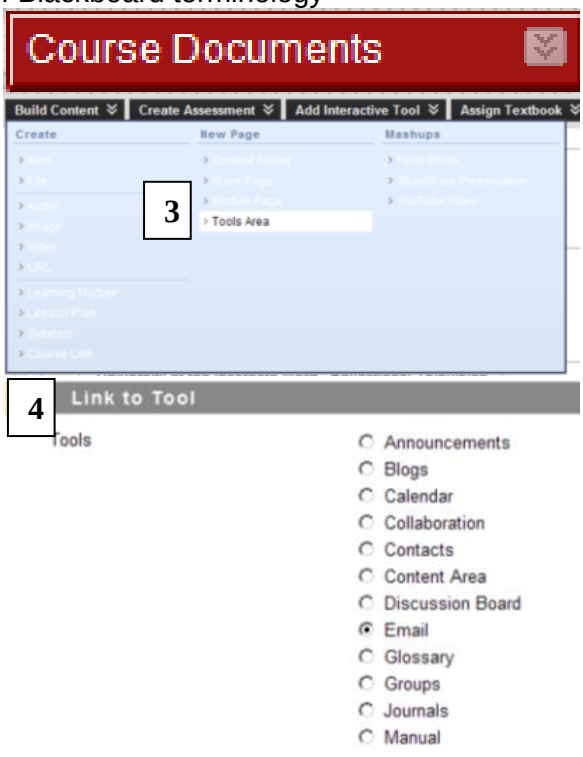
4. The **Create Module Page** opens. Give the content a title in the **Name Field.**
5. Type instructions or other information into the **Description Field.**
6. Under page type, permit students to personalize the page by checking the **Permit Users checkbox**.

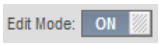


7. **Permit users to View** Choose **Yes** to show the content item. Choose **No** to make it unavailable.
8. **Track Number of Views** Choose **Yes** to track how often a student has viewed or accessed content.
9. Select **Date** and **Time restrictions** to determine content availability.
10. Click **Submit.**

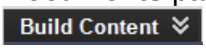
Create Link to Tools Area

Instructors can create a link to a specific tool within a Blackboard Content Area. For example, In course Documents, an instructor can have a link to the Blackboard User's Manual or a Glossary of Blackboard terminology



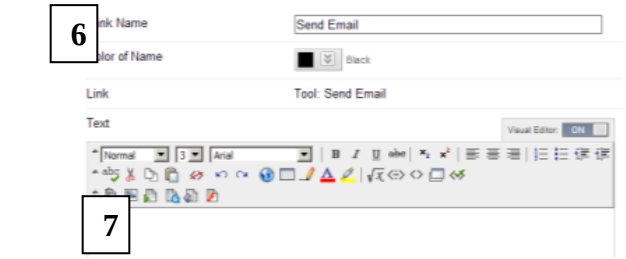
1. Turn the **Edit Mode ON**. 

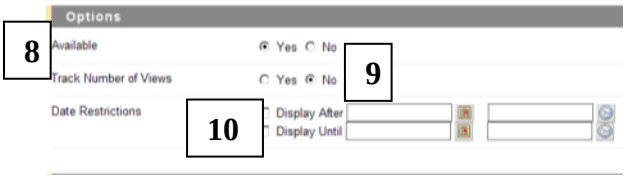
2. Choose **Course Documents.**

3. On the **Course Documents** page, click **Build Content** 

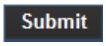
and choose **Tools Area.**
Tools Area

4. Choose **ONE tool** by clicking the button next to the **Tool Name**.
5. Click **Next**.





6. The **Create Link** page opens. Give the content a title in the **Name Field.**
7. Type instructions or other information into the **Text Field.**

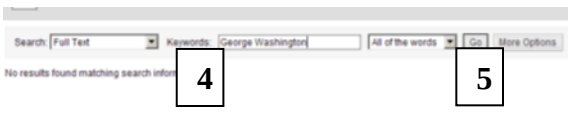
8. **Permit users to View** Choose **Yes** to show the content item. Choose **No** to make it unavailable.
9. **Track Number of Views** Choose **Yes** to track how often a student has viewed or accessed content.
10. Select **Date** and **Time restrictions** to determine content availability.
11. Click **Submit.** 

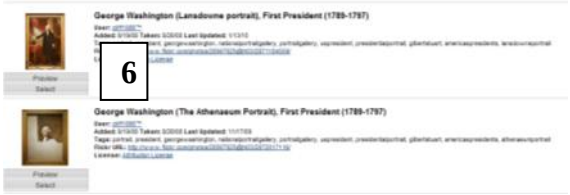
Mashups

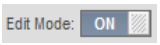
Mashups allow you to add content that is pulled from an external web site. Blackboard Learn supports adding content from the following sources:

- **Flickr:** a site for viewing and sharing photographic images.
- **Slideshare:** a site for viewing and sharing PowerPoint presentations, Word documents, or Adobe PDF Portfolios.
- **YouTube:** a site for viewing and sharing online videos.

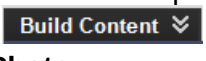
Flickr Photo





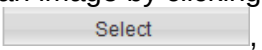
1. Turn the **Edit Mode ON**. 

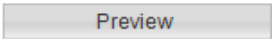
2. Choose **Course Documents.**

3. On the **Course Documents** page, click **Build Content** 

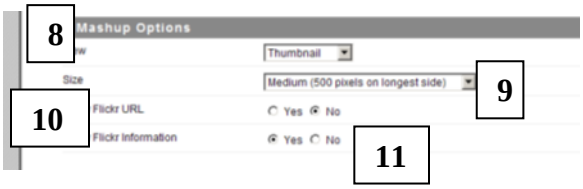
and choose **Flickr Photo.**
Flickr Photo

4. The Search Page opens. Type in search **Keywords.**
5. Click **GO.**

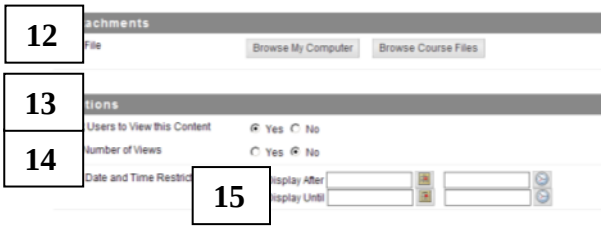
6. The **Search Results** page opens. Choose an image by clicking **Select,** 

, or preview the image by clicking **Preview.** 

7. Add a **Description.**



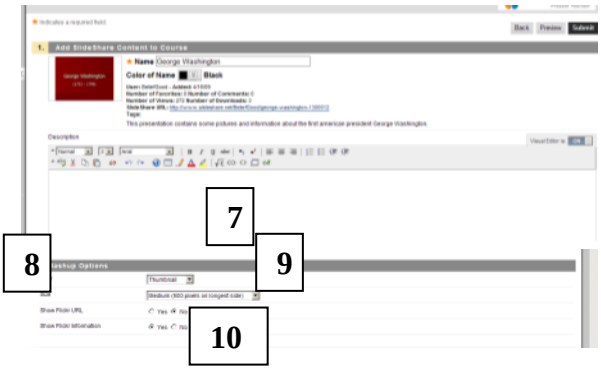
8. Choose a **View.**
9. Select a **Size.**
10. Choose **Yes** too link to the Flickr URL.
11. Choose **Yes** to show Flickr Information.



12. Click **Browse My Computer** Browse My Computer or **Browse Course Files** Browse Course Files to attach a file.
13. **Permit users to View** Choose **Yes** to show the content item. Choose **No** to make it unavailable.
14. **Track Number of Views** Choose **Yes** to track how often a student has viewed or accessed content.
15. Select **Date** and **Time restrictions** to determine content availability.
16. Click **Preview** Preview to view the file or **Submit** Submit to add the file.

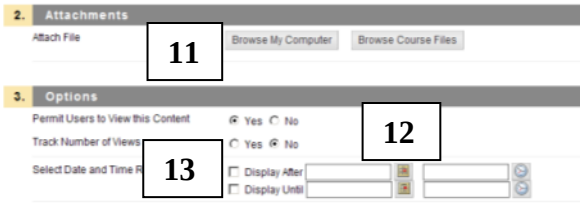
Slide Share Presentation

1. Turn the **Edit Mode ON**. Edit Mode: ON
2. Choose **Course Documents.**
3. On the **Course Documents** page, click **Build Content** Build Content and choose **Slideshare Presentation.** SlideShare Presentation
4. The Search Page opens. Type in search **Keywords.**
5. Click **GO.** Go
6. The **Search Results** page opens. Choose an image by clicking **Select,** Select or preview the image by clicking **Preview.** Preview

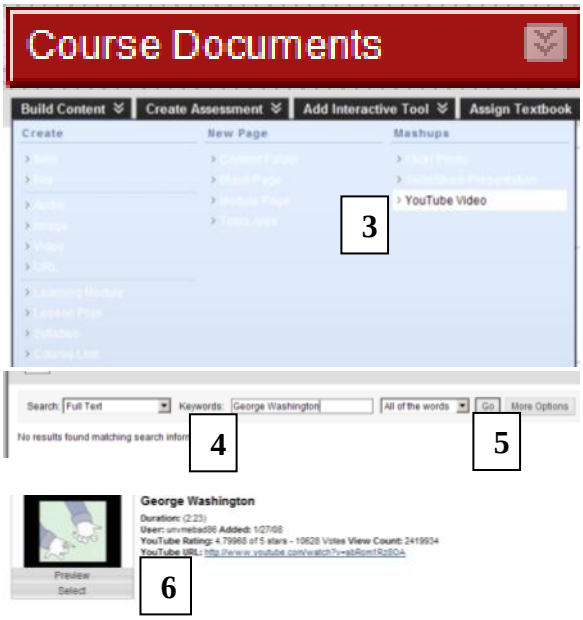


7. Add a **Description.**

8. Choose a **View.**
9. Choose **Yes** to link to the Slideshare URL.
10. Choose **Yes** to show Slideshare Information.
11. Click **Browse My Computer** Browse My Computer or **Browse Course Files** Browse Course Files to attach a file.
12. **Permit users to View** Choose **Yes** to show the content item. Choose **No** to make it unavailable.
13. **Track Number of Views** Choose **Yes** to track how often a student has viewed or accessed content.
14. Select **Date** and **Time restrictions** to determine content availability.
15. Click **Preview** Preview to view the file or **Submit** Submit to add the file.



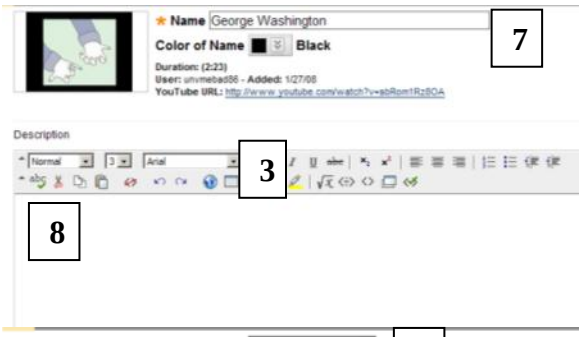
You Tube Video



1. Turn the **Edit Mode ON**. Edit Mode: ON
2. Choose **Course Documents.**

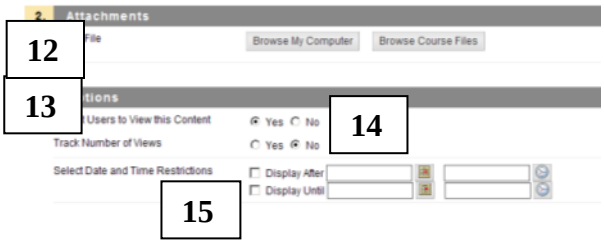
3. On the **Course Documents** page, click **Build Content** Build Content and choose **You Tube Video.**
   YouTube Video

4. The Search Page opens. Type in search **Keywords.**
5. Click **GO.** Go
6. The **Search Results** page opens. Choose an image by clicking **Select,** Select or preview the image by clicking **Preview.** Preview



7. Add a **Name** and **Color.**
8. Add a **Description.**

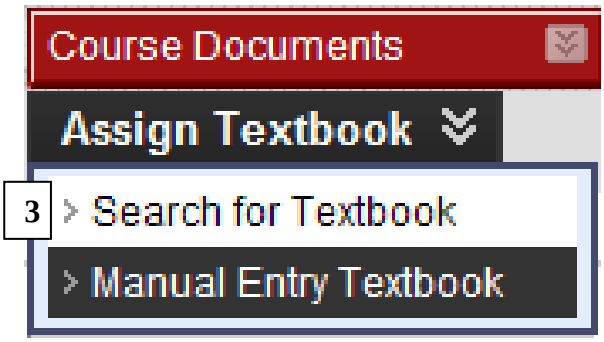
9. Choose a **View.**
10. Choose **Yes** too link to the YouTube URL.
11. Choose **Yes** to show YouTube Information.
12. Click **Browse My Computer** Browse My Computer or **Browse Course Files** Browse Course Files to attach a file.
13. **Permit users to View** Choose **Yes** to show the content item. Choose **No** to make it unavailable.
14. **Track Number of Views** Choose **Yes** to track how often a student has viewed or accessed content.
15. Select **Date** and **Time restrictions** to determine content availability.
16. Click **Submit.** Submit



Assign Textbook

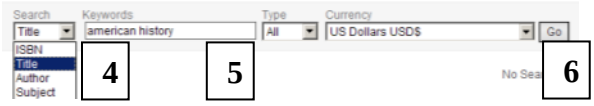
The Assign Textbook button allows the instructor to assign the online textbook that will be used by students. The book is accessed through the Blackboard interface. Textbooks can be assigned through textbook search, or manually added to the course.

Search for Textbook

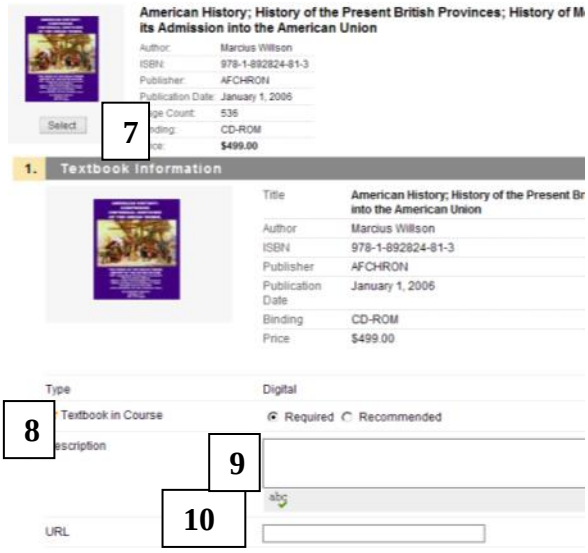


1. Turn the **Edit Mode ON**. Edit Mode: ON
2. Choose **Course Documents.**

3. On the **Course Documents** page, click **Assign Textbook** Assign Textbook and choose `**Search for textbook.**
   Search for Textbook

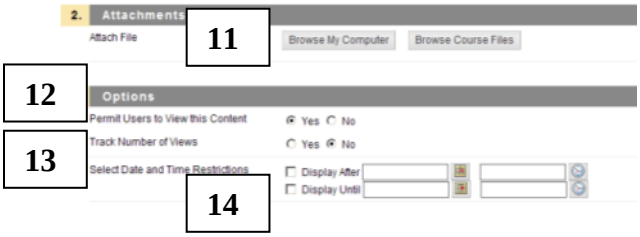


4. On the **Browse for Textbook page**, choose a **Search Option.**
5. Add **Keywords.** (i.e. **ISBN Number)**
6. Click **GO.** Go



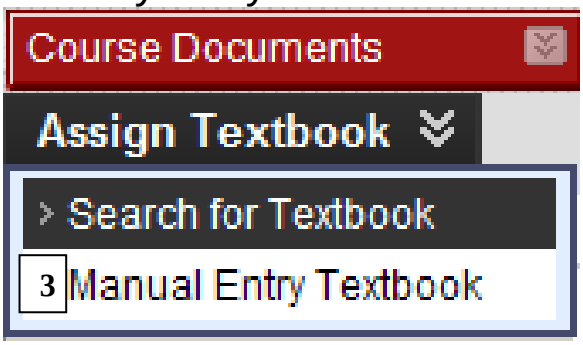
7. Click **Select.** Select

8. Choose a **Textbook Requirement** option.
9. Add a **Description.**
10. Ad **Textbook Location URL.**



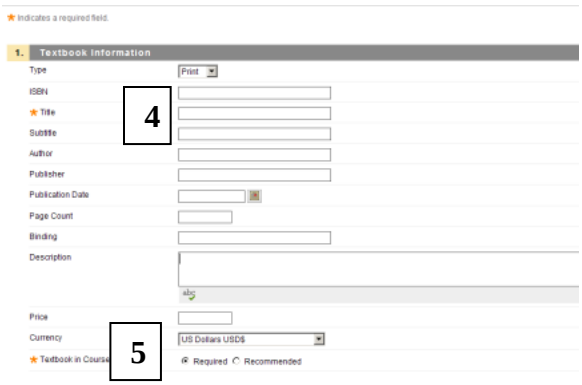
11. Click **Browse My Computer** Browse My Computer or **Browse Course Files** Browse Course Files to attach a file.
12. **Permit users to View** Choose **Yes** to show the content item. Choose **No** to make it unavailable.
13. **Track Number of Views** Choose **Yes** to track how often a student has viewed or accessed content.
14. Select **Date** and **Time restrictions** to determine content availability.
15. Click **Submit** Submit or **Submit and Add Another** Submit and Add Another to add addional texts.

Manually Entry Textbook

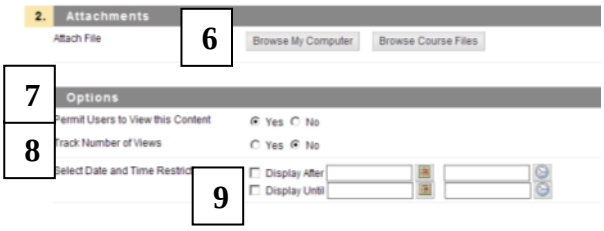


1. Turn the **Edit Mode ON**. Edit Mode: ON
2. Choose **Course Documents.**

3. On the **Course Documents** page, click **Assign Textbook** Assign Textbook and choose **Manual Entry Textbook.** Manual Entry Textbook



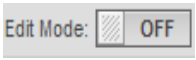
4. Fill out the textbook information page. Not that the Title is **REQUIRED.**
5. Choose a **Textbook Requirement** option.



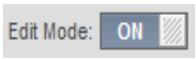
6. Click **Browse My Computer** Browse My Computer or **Browse Course Files** Browse Course Files to attach a file.
7. **Permit users to View** Choose **Yes** to show the content item. Choose **No** to make it unavailable.
8. **Track Number of Views** Choose **Yes** to track how often a student has viewed or accessed content.
9. Select **Date** and **Time restrictions** to determine content availability.
10. Click **Submit** Submit or **Submit and Add Another** Submit and Add Another to add addional texts.

Edit Course Content

Turning the Edit Mode **ON** allows the instructor to edit and manage course content. Editing features include text editing; content copy and content delete functions.



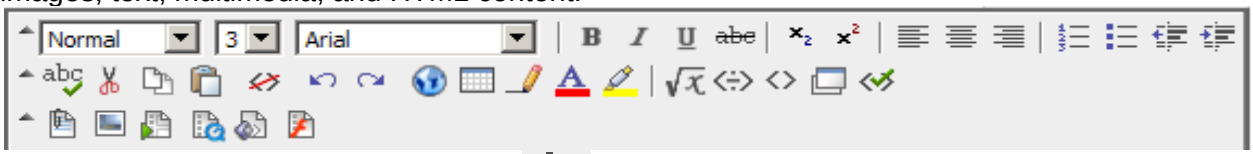
Edit Mode **OFF** shows the **Student View** of the course.



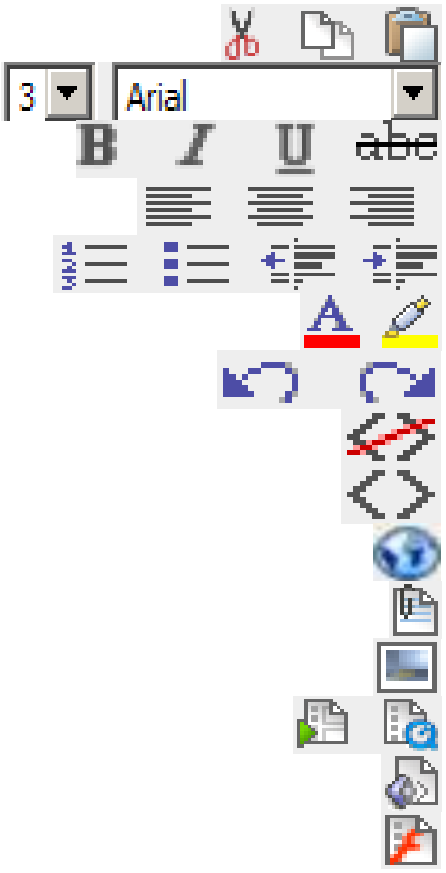
Edit Mode **ON** shows the **Edit View.** Instructors may edit content and tools in the course using the Text Editor.

The Text Editor

The Text Editor includes the ability to modify content, correct spelling and grammar, add images, text, multimedia, and HTML content.



Spell check



Cut, copy & paste

Font size and style

Bold, italic, underline & strikethrough

Right align, center, left align

Numbering, bullets, indentation

Font color and text highlight

Undo and Redo

Clear formatting

HTML source

Insert Hyperlink

Insert document

Insert image

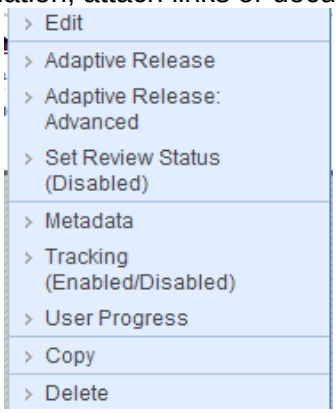
Insert MPEG, API or QuickTime (video) content

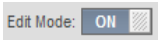
Insert MP3 audio

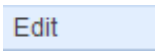
Insert Flash

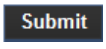
Edit Content

The edit function re-opens the content creation area. Instructors can change and update content information, attach links or documents, and change availability options.



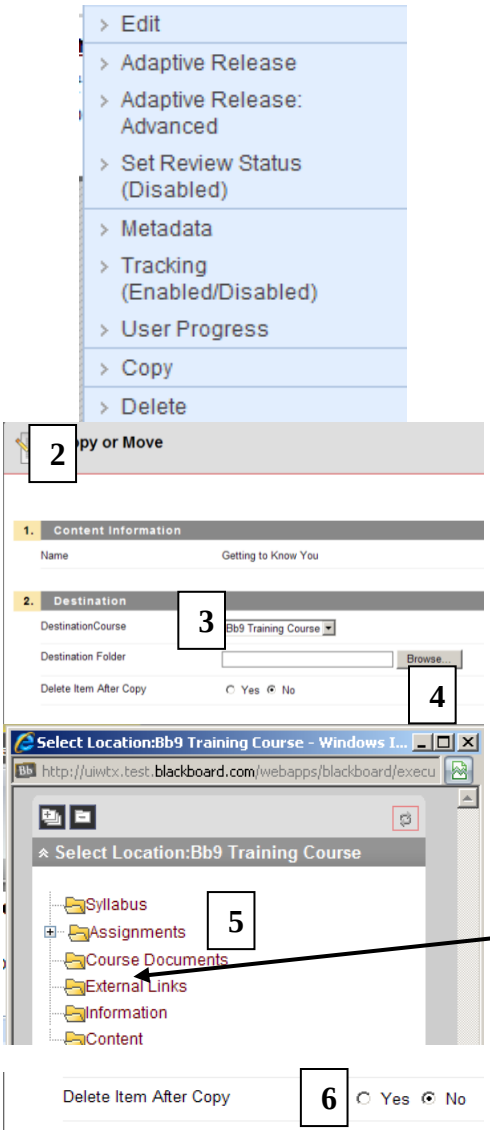
1. With the Edit Mode **ON**, 

locate the content item that will be edited and click the **Action Link** to open the **Edit Menu.**
2. Choose **Edit.** 

3. Make changes as necessary.
4. Click **Submit.** 

Copy Content

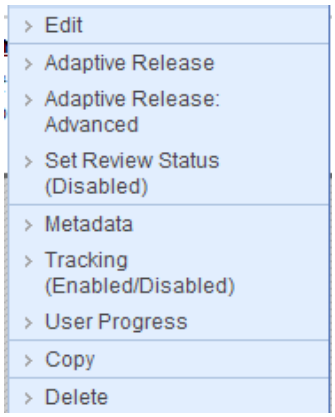
You can copy a content item (or several content items) to other Content Areas within a course or from one course to another, as long as your course role is *instructor or teaching assistant.*



1. With the Edit Mode **ON**, Edit Mode: ON locate the content that will be copied, and click the **Action Link** to open the **Edit Menu.**
2. Choose **Copy.** Copy
3. To copy the item to another course, choose the **Destination Course** by clicking the **drop-down menu** to see a course list. The courses listed are those in which your role is *instructor or teaching assistant*.
4. If you want to copy an item to another location within the current course, click the **Browse** Browse... button.
5. The **Copy or Move page** opens. Choose a **copy to location** on the **Select Location menu** by clicking on the **file folder.**
6. If you want a **single copy** of the content, choose **Yes** to delete the content after it is copied.
7. Click **Submit.** Submit

Delete Content

Use **Delete** button ONLY if content items need to be removed. If the content was created using the **Evaluate button** (Test, Survey or Assignment), *you must also remove the column form the Grade Center.* DO NOT use Delete if you want to make content unavailable to students.

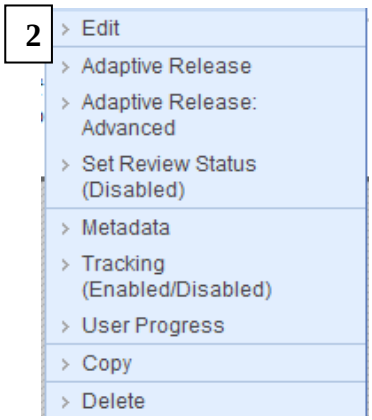


1. With the Edit Mode **ON**, Edit Mode: ON locate the content item that will be deleted, and click the **Action Link** to open the **Edit Menu.**
2. Choose **Delete.** Delete
3. Click **OK** OK on the popup Message Menu to confirm.

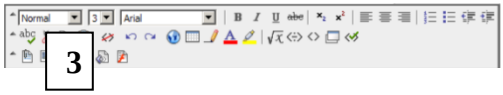
Mashups: Adding Links, Images and Multimedia to Content

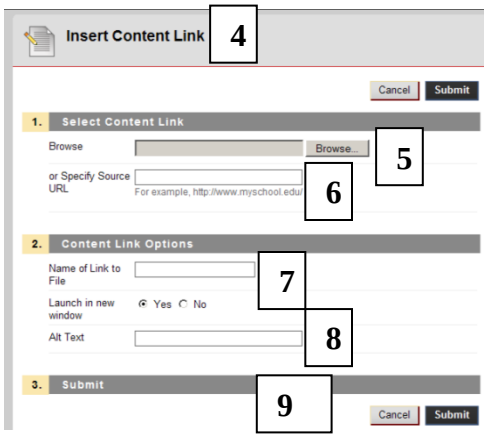
Mashups enable you to create content that is more robust. Mashups are documents, web links, or multimedia embedded in a Content Area. These items are embedded in the content description as either a link or as displayed media within the page.

Insert a Document



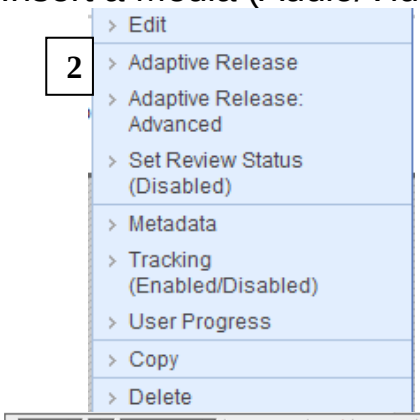
1. With the Edit Mode **ON**, Edit Mode: ON locate the content item that will be edited and click the **Action Link** to open the **Edit Menu.**
2. Choose **Edit.** Edit

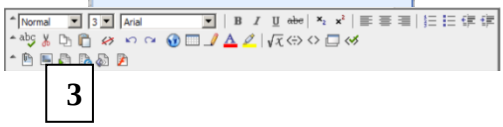


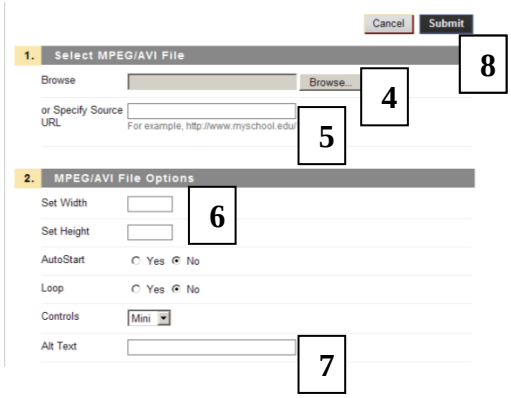


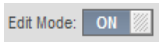
3. The Text Editor opens, click the **Insert Document Link.**
4. The **Insert Content link** page opens.
5. Click **Browse** Browse... to locate the document.
6. You can also specify a URL if the document is online. **http://** must be part of the address
7. **Name** the link.
8. If you are serving a population that requires alternate text (that little yellow box that appears when you hover a mouse over an icon), type the text in the **Alt Text** box.
9. Click **Submit.** Submit
10. A new menu opens. Verify that the attachment information is correct.
11. Click **Submit.** Submit

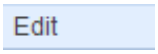
Insert a Media (Audio/Video/Image) File

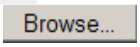


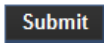


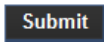


1. With the Edit Mode **ON**, 

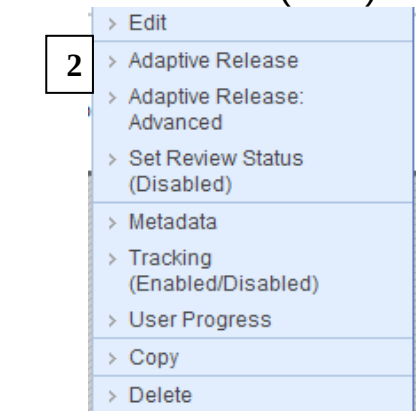
locate the content item that will be edited and click the **Action Link** to open the **Edit Menu.**
2. Choose **Edit.** 

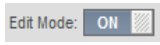
3. Click an **Insert Multimedia Icon.**
4. Click **Browse** 

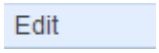
to locate the audio/video/image file.
5. You can also specify a URL (if the document is online). **http://** must be part of the address.
6. Set a size **(Width and Height)** for the image. Anything larger than 3 inches by 3 inches is probably too large. For assistance editing a/v files, contact **Adela Gott at extension 3946.**
7. If you are serving a population that requires alternate text (that little yellow box that appears when you hover a mouse over an icon), type the text in the **Alt Text** box.
8. Click **Submit.** 

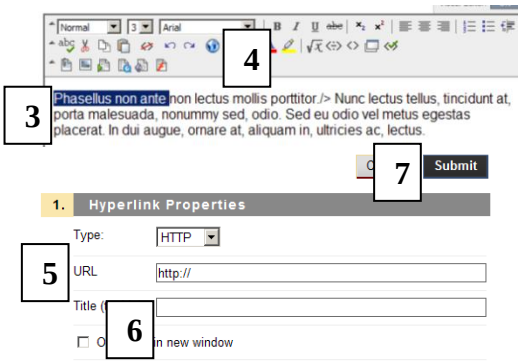
9. A new menu opens. Verify that the attachment information is correct.
10. Click **Submit.** 

Launch Website (URL) from a Content area



1. With the Edit Mode **ON**, 

locate the content item that will be edited and click the **Action Link** to open the **Edit Menu.**
2. Choose **Edit.** 



3. Highlight a sentence or word in the **Text field.**
4. Click **Insert Hyperlink.**
5. In the URL section, type or paste the URL **(include http:// in the address).**
6. The **Title** is the text that activates the link, such as Click here.
7. Click **Submit.** Submit

Manage Course Content

Manage Content options include; Adaptive Release, Statistics Tracking, Review Status and User Progress.

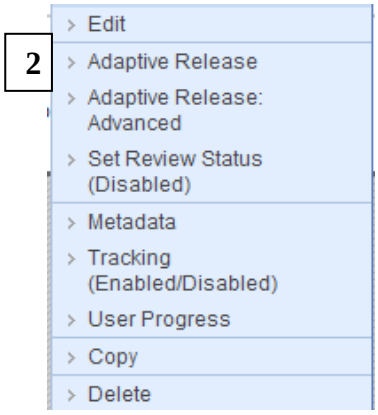
Adaptive Release

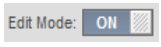
Instructors can require students to complete assignments based on a set of rules regarding the sequence in which content is presented, the date and time content is available, group membership, or the grade posted in the Grade center. Only one rule can be enforced for each content item. If multiple rules need to be placed on a content item, use the **Advanced Adaptive Release** option. The following chart outlines the Adaptive Release Rules:

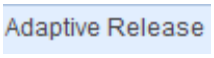
Date / Time	Display content based on a date or time. Options include: • After a specific date. • Until a specific date. • After a specific date and until a specific date.
Username or Group	Display content to one or more users or members of one or more groups in a course. Groups are set up in through Manage Groups in the Control Panel. (Module 3).
Grade Center: Items	There are three Grade Center options: • Number of attempts. • Specific score. • Score between X and Y. In other words, the next item is not displayed unless a student completes a test, passes with a specific score, or earns a score between two values. *Content is not displayed until a grade is entered in the Grade Center.*
Review Status an item	Content is visible to users only after an associated item has been reviewed by the user.

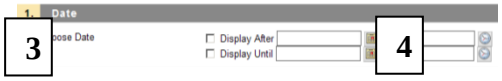
Date and Time

Date and Time options can be enabled when content is created.



1. With the Edit Mode **ON**, 

locate the content item that will be edited and click the **Action Link** to open the **Edit Menu.**
2. Choose **Adaptive Release.** 

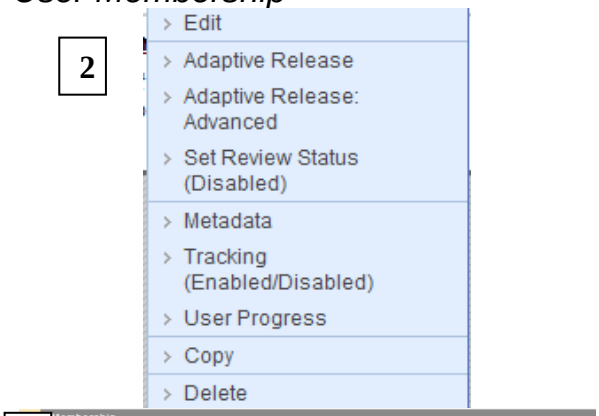


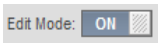
3. Click the **Display After** or **Display Until checkboxes** to determine the display dates and times.
4. Click the **clock** and **calendar** icons to choose **dates** and **times**.

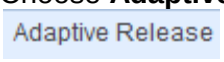
User and Group Membership

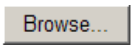
By using the Group or Username option, it is possible to customize content specific to students or members of a group. In other words, you can create an assignment ad it will only appear to a certain individual, several individuals, or a group. In order to use this rule with a group, you must create groups within the **Users and Groups** section of the **Control Panel.**

User Membership

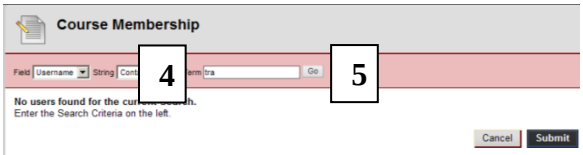


1. With the Edit Mode **ON**, 

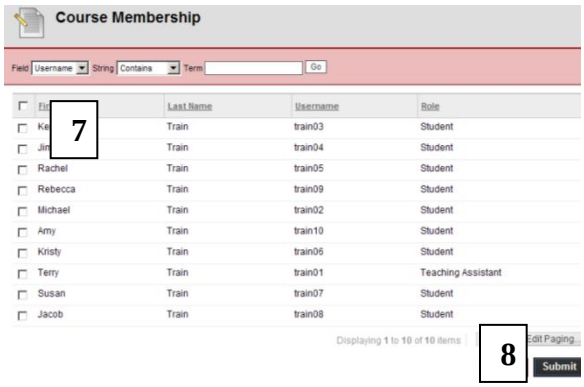
locate the content item that will be edited and click the **Action Link** to open the **Edit Menu.**
2. Choose **Adaptive Release.**


3. Click **Browse** 

to locate a **Username.**

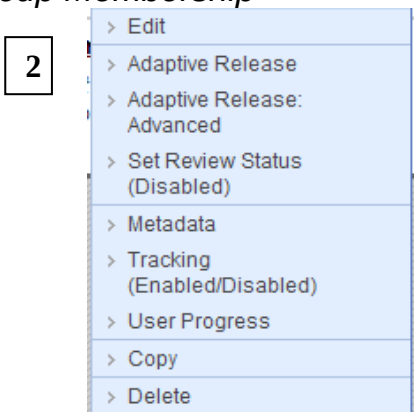


4. The **Course Membership** page opens. Type the **first few letters** of the name in the **search window.**
5. Click **GO.**

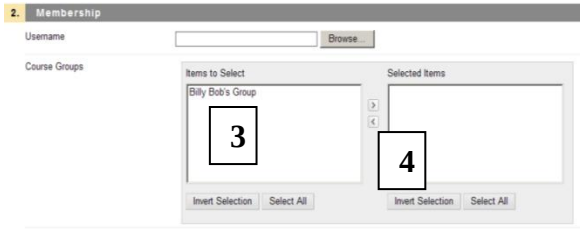


6. **Course Membership** page reopens and reveals anywhere from one to several choices, depending on the search criteria.
7. Click the **check boxes** ☐ next to the name to choose one or more users.
8. Click **Submit.** Submit
9. The **Adaptive Release** page Re-opens. Review and click **Submit**. Submit

Group Membership



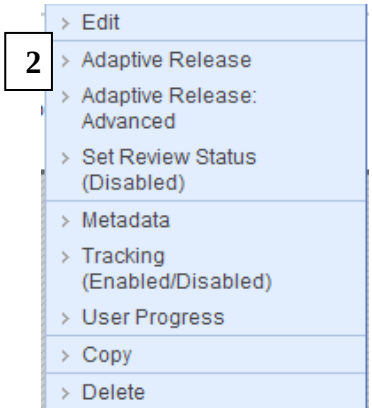
1. With the Edit Mode **ON**, Edit Mode: ON locate the content item that will be edited and click the **Action Link** to open the **Edit Menu.**
2. Choose **Adaptive Release.**
   Adaptive Release



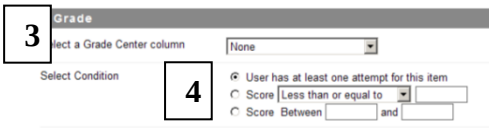
3. **For groups,** choose a group (or groups) from the list on the left.
4. Click the **right arrow button** › to move the group to the right side of the menu (to remove, click the **left arrow** ‹).
5. Once all of the groups have been selected, scroll down to the bottom of the page and click **Submit.** Submit

Grade Center Item

Remember: Content WILL NOT be displayed until a grade for the content has been entered in the Grade Center.



1. With the Edit Mode **ON**, Edit Mode: ON locate the content item that will be edited and click the **Action Link** to open the **Edit Menu.**
2. Choose **Adaptive Release.** Adaptive Release



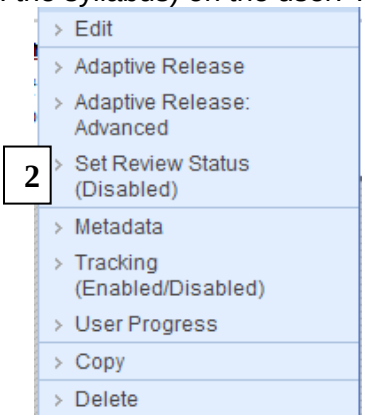
3. Select a **Grade Center Column.**
4. Choose a **Condition** by clicking the button.
   a. With the **Attempt option**, the student **must** attempt the Grade Center item.
   b. With the **Score option**, you must choose an option and value for the score.
      - Less than or equal to a point value.
      - Equal to a point value.
      - Greater than or equal to a point value.
   c. With the **Score Between option**, type the score variables into the spaces provided.
5. When all setting choices have been made, click **Submit.** Submit

Review Status

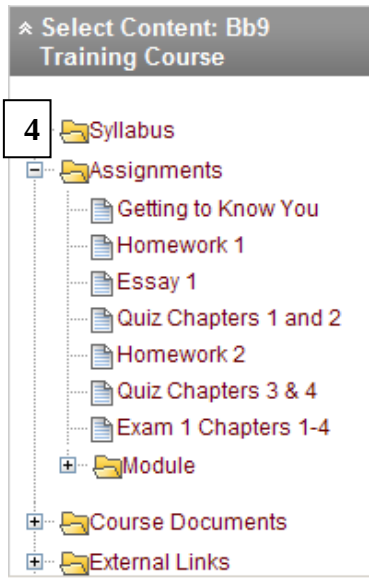
Review Status places a link labeled Mark Reviewed next to the content. When the user clicks **Mark Reviewed**, the link name changes to **Reviewed** and signifies that a user has reviewed the content item. This action simultaneously makes the content visible to the user.

For example, if the instructor requires that a user read the syllabus before they attempt the first assignment, the instructor can place an Adaptive Release rule on the on the first assignment. The student must open the syllabus review it, then click the Mark Reviewed link next to the syllabus, changing the status to Reviewed. The first assignment will appear in the Content Area.

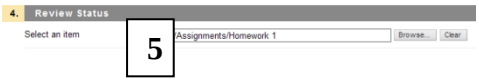
This Adaptive Release Rule places the responsibility for reviewing specific course information (i.e. the syllabus) on the user. The instructor tracks Review Status using **User Progress**.



1. With the Edit Mode **ON**, Edit Mode: ON locate the content item that will be edited (Assignment) and click the **Action Link** to open the **Edit Menu.**
2. Choose **Adaptive Release.** Adaptive Release
3. Scroll down to Adaptive Release and click **Browse.** Browse...



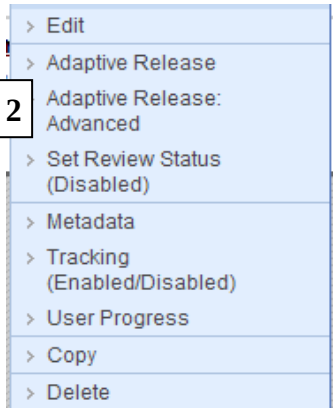
4. The **Select Content menu** opens. Choose the content (Syllabus) that will trigger the Adaptive Release Rule.



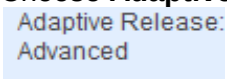
5. Check the **Review Status menu** to ensure the correct item has Review Status attached.
6. Click **Submit.** Submit

Advanced Adaptive Release

Advanced Adaptive Release allows for more than one Adaptive Release rule to be placed on content. Content will not be visible untill ALL Adptive Release rules have been followed.



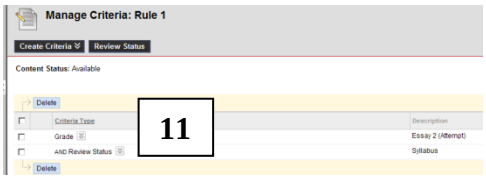
1. With the Edit Mode **ON**, Edit Mode: ON locate the content item that will be edited and click the **Action Link** to open the **Edit Menu.**
2. Choose **Adaptive Release: Advanced.**



3. On the **Adaptive Release: Advanced page,** click **Create Rule** Create Rule

4. The **Add Rule Page** Opens. Type a **Rule Name.**
5. Click **Submit.** Submit
6. The **Manage Criteria page** opens, click **Create Criteria.** Create Criteria

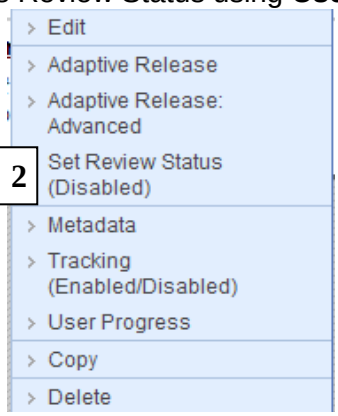
7. Choose a criteria **(Date, Name ,Membership).**
8. Click **Review Status** Review Status if you want to use that option.
9. Follow the instructions for **Date, Grade**, and **Membership rules** to create the rules.
10. Click **Submit.** Submit



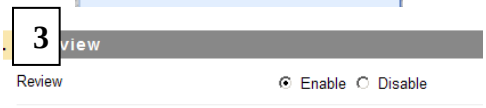
11. The **Manage Criteria page** opens. Review the rules.
12. If you desire to delete rules, click the **checkbox** ☐ next to the rule.
13. Click **Delete.** Delete

Review Status

Review Status can be enabled without Adaptive Release. In this mode, the review status changes from **Mark Reviewed** to **Reviewed**, but content is not released. The instructor still tracks Review Status using **User Progress**.



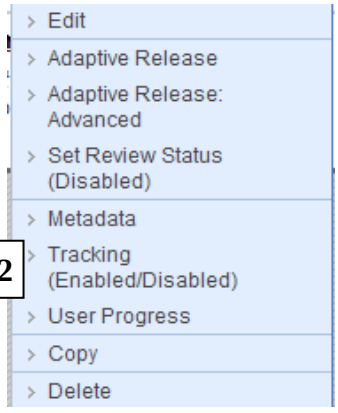
1. With the Edit Mode **ON**, Edit Mode: ON locate the content item that will be edited and click the **Action Link** ⌄ to open the **Edit Menu.**
2. Choose **Review Status.** Set Review Status (Disabled)



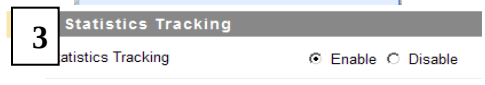
3. The **Review Status menu** opens, click **Enable.**
4. Click **Submit.** Submit

Statistics Tracking

Statistics Tracking gives instructors the ability to review who (by name), when and how often a content item is being accessed. This will allow you to track and analyze how a student's success relates to when and how often they review the material. **Statistics Tracking** can be enabled when content is created.



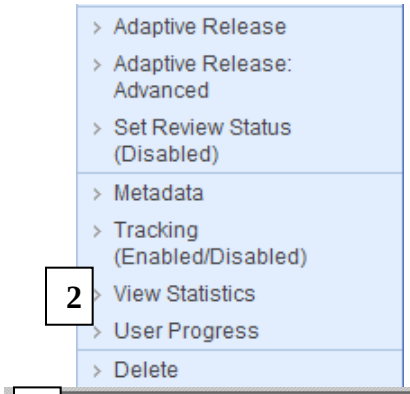
1. With the Edit Mode **ON**, Edit Mode: ON locate the content item that will be edited and click the **Action Link** ⌄ to open the **Edit Menu.**
2. Choose **Tracking.** Tracking (Enabled/Disabled)

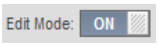


3. The **Statistics Tracking menu** opens, click **Enable.**
4. Click **Submit.** Submit

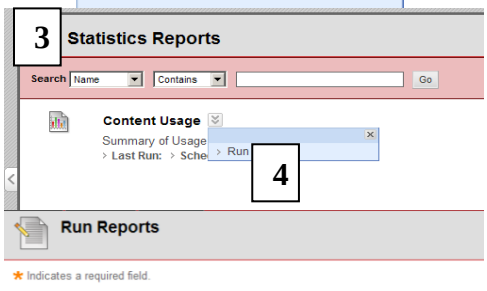
View Statistics

Once enabled, statistics can be quickly viewed.

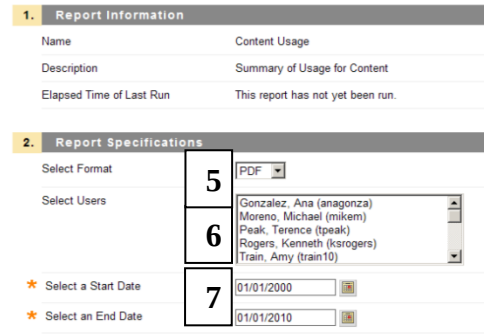


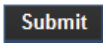
1. With the Edit Mode **ON**, 

locate the content item that will be edited and click the **Action Link** to open the **Edit Menu.**
2. Choose **View Statistics.**



3. Click the **Action Link** to open the **Content Usage Menu.**
4. Click **Run.**

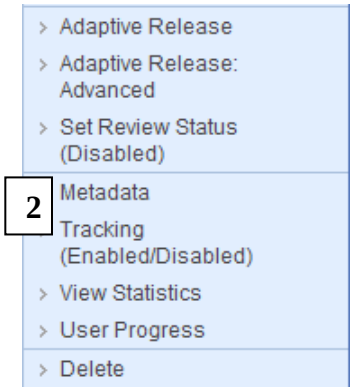


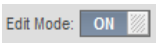
5. The Run Reports page opens, select a **report format.**
6. Select **one or more users.**
7. Select start and end date by clicking the **calendar icon.**
8. Click **Submit.** 

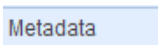
9. On the next page, click **Download Report**. The report opens in a new browser window.

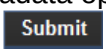
Content Metadata

Content Metadata stores information about a piece of content. Metadata allows for IMS compatibility when content is imported and exported. The information entered in Content Metadata cannot be tracked or reported on. It can only be viewed on the Content Metadata page as reference information for the Content Item.



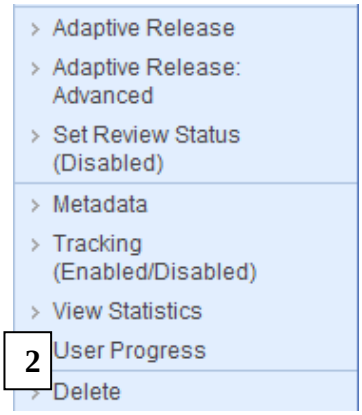
1. With the Edit Mode **ON**, 

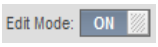
locate the content item that will be edited and click the **Action Link** to open the **Edit Menu.**
2. Choose **Metadata.** 

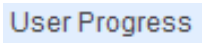
3. Select the Metadata options.
4. Click **Submit.** 

User Progress

The User Progress page tracks the availability and review status for a specific content item. The Instructor may use this page to view all users in the Course, the availability of the item to them, the Review Status, and the date and time the item was reviewed. If Adaptive Release rules have been created, a rule summary is also shown.



3. With the Edit Mode **ON**, 

locate the content item that will be edited and click the **Action Link** to open the **Edit Menu.**
4. Choose **User Progress.** 

5. **The User Progress** page opens:
   - In the *Review* column, **checkmarks** indicate that content that has been reviewed.
   - **Unchecked** circles indicate that the item has not been reviewed.
   - In the *Visibility* column, the eye icon indicates the item is visible to students.
   - The **Strikethrough** icon indicates that the item is not visible, because the Adaptive Release rule has not been followed by the user, or the item has not been made available to students bu the instructor

Module 6 Tutorials

Blackboard Evaluation Tools: Assignments, Tests, Surveys and Question Pools

By Terence Peak

Spring, 2010

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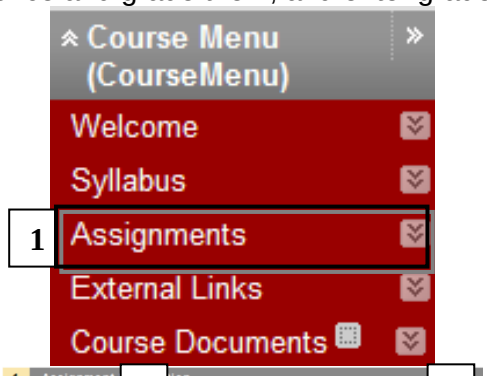
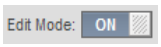
Create and Download Assignments

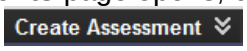
Create Assignment

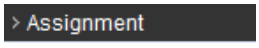
Assignments are created by clicking the Evaluate button in any Content Area. By choosing the Create Assignment option, Blackboard simultaneously creates the assignment and a Grade Center column for the assignment.

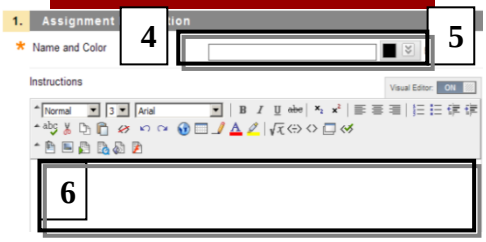
Students click the “View/Complete assignment link” in the Content Area to complete the assignment, which is returned to the instructor through the Grade Center. When the assignment has been completed by all of the students, the instructor can download all of the assignments at once and grade them, and enter grades in the Grade Center.



1. With the **Edit Mode ON**, 

choose the **Assignments** Content Area**.**
2. The **Assignments** page opens, click **Create Assessment.** 

3. From the **Create Assessment menu,** choose **Assignment.** 



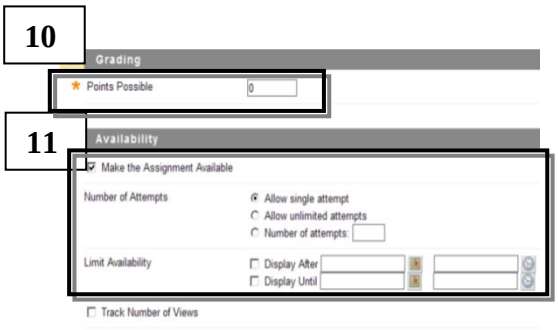
4. The **Create Assignment** page opens. Give the content a title in the **Name Field.** *(All (*) fields must be filled out).*
5. Choose a **Color of Name** (optional).
6. Type instructions or other information into the **Text Field.**

7. Click **Browse My Computer**

to attach a file, image or audio content.
8. If you attach a file, an additional option opens to **name the file.**
9. Click **Attach File**

to attach the file**,** or **Do Not Attach**

to skip this step. Multiple files may be added to assignments by repeating steps 7 through 9.

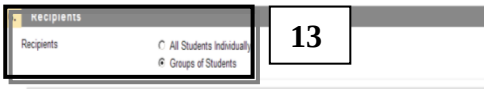


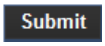
10. Add **Points Possible.** This is the point value the assignment will have in the Grade Center. For ease of grading, use a 100 point scale.
11. **Availability Options –** The **Make Assignment Available Checkbox** must be checked for students to see the assignment.
    - Set **Number of attempts.** This feature will allow student to attempt the assignment until a desired grade is obtained.
    - **Track Number of Views** Click the checkbox

to track how often a student has viewed or accessed content.

- Select **Availability** to determine when the content will be available to Students. Click the checkbox, and click the **clock** and **calendar** icons.

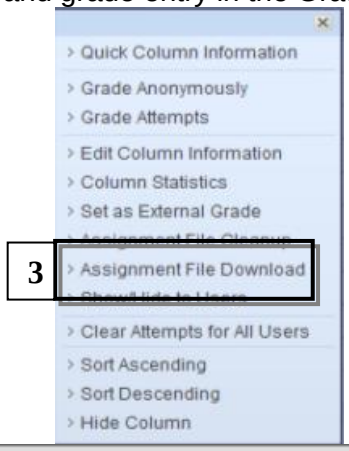
12. Set a **Due Date** and **Time** by clicking the clock and calendar icons. The **Due Date** will be reflected in the students "To Do List" on the Course and Blackboard Homepages.



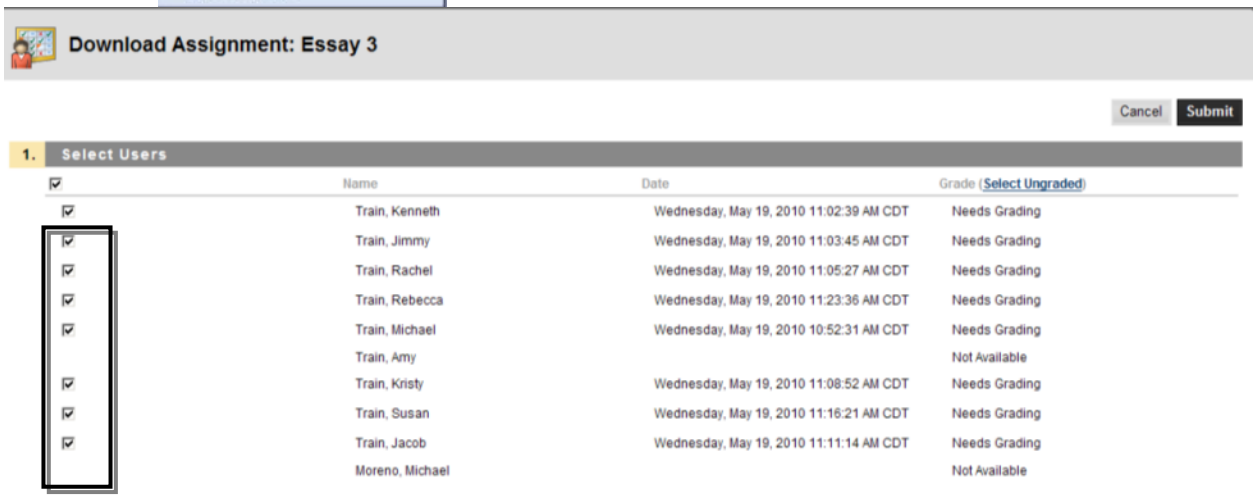
13. Select **Recipients.**
    - Click **All Students** to send the assignment to all enrolled students.
    - Click **Groups** if the assignment is for a group. *You must create a group before using this option.*
14. Click **Submit.** 

Download Results – Assignment

When students complete assignments, the instructor must download the assignments for grading and grade entry in the Grade Center. This process is completed in the Grade Center.

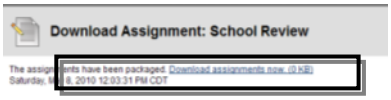


1. Open the Grade Center. Move the cursor over the desired **assignment grade column**, and click the **Action Button** to activate the contextual menu.
2. Click **Assignment File Download**.

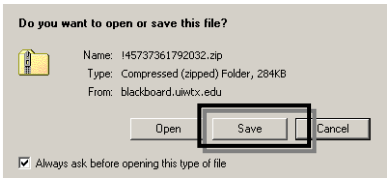


3. A new page opens. Select the **checkboxes** to download student assignments.
4. Click **Submit.** Submit

5



6



5. A new page opens, click Download results now.
6. Click **Save** Save in the Dialogue Box.
7. Open the Zip file to **review** and **grade** the assignments.

Create, Modify, & Administer Tests or Surveys

Test and surveys are created by clicking the **Evaluate** button in any Content Area. Blackboard simultaneously creates the test or survey and a Grade Center column.

Tests and surveys are automatically evaluated, and the grade is entered in the Grade Center. If a Test contains an essay or short answer question, the instructor must download the results of the test to grade those answers and then update the score in the Grade Center. Surveys do not receive a numeric score; the survey column will contain a checkmark to confirm completion.

Types of Test, Survey and Pool Questions

There are several options for tests within Blackboard:

- **Multiple-Choice:** In multiple-choice questions, you ask a question and provide possible answers, only **one** of which is correct. There is no limit to the number of answer choices.
- **True / False:** These are similar to multiple-choice but have the fixed answer options of **True** and **False**.
- **Fill in the Blank:** Fill in the blank questions allow a student to type in a word or series of words into a text field in order to answer the question. In order for the computer to mark this type of question, you must enter *every possible answer*, or the student's answer must be an *exact match.*
- **Multiple Answer:** This question permits more than one acceptable answer from the list of choices.
- **Matching:** Students answer these questions by matching items that belong in pairs, such as indicating a word and its definition, date with event etc.
- **Essay:** The students are provided with a question or statement and they enter an answer into a text field. Blackboard's software does not grade essay questions automatically. An instructor must enter the Grade Center and review the answers to the essay questions before assigning a grade.
- **Calculated Numeric Response:** Resembles a fill-in-the-blank question except a number or range of numbers number completes the statement.
- **Fill in Multiple Blanks:** Similar to multiple answer, multiple responses are inserted into a sentence or paragraph.
- **Random Block:** The instructor can assign a randomly select block of questions from a Question Pool. You can choose as many questions as you like from the pool, and the questions appear on student tests in random order. This feature makes test creation a snap.

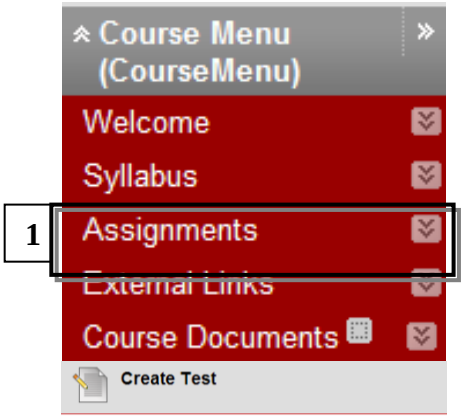
- **Question Pool or Assessment:** Allows you to select questions from previous tests or question pools.
- **Opinion Scale / Likert:** A rating scale used to measure attitudes or reactions. This is an excellent survey tool.

Create Tests or Survey in the Content Area

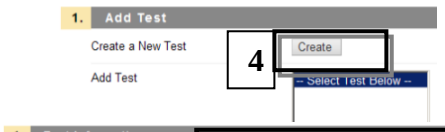
The process for creating a Test or Survey in the Content Area is a 6-step process:

1. Create a shell for the Test or Survey.
2. Review and determine the Creation Settings.
3. Compose, add, reuse, or import questions and answers.
4. Deploy the test.
5. Make the test available to students.
6. Review, edit and administer the Test or Survey.

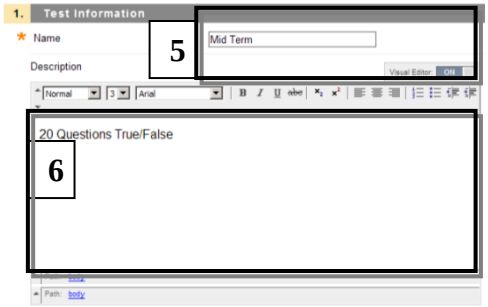
Step 1 Create the Shell



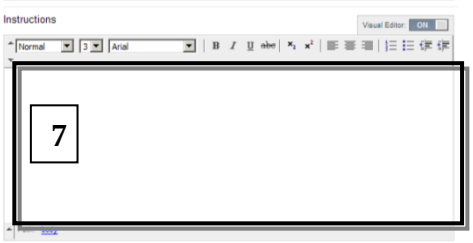
1. With the **Edit Mode ON**, Edit Mode: ON choose the **Assignments** Content Area**.**
2. The **Assignments** page opens, click **Create Assessment.** Create Assessment
3. From the **Create Assessment menu,** choose
   - **Test** Test or
   - **Survey** Survey



4. The **Create Test page** opens, click **Create.** Create



5. The **Test Information** page opens. Fill out the **Name Field** with the name or subject of the test.
6. Fill out the **Description Field** with a description of the test. For example **"20 Questions True/False".**

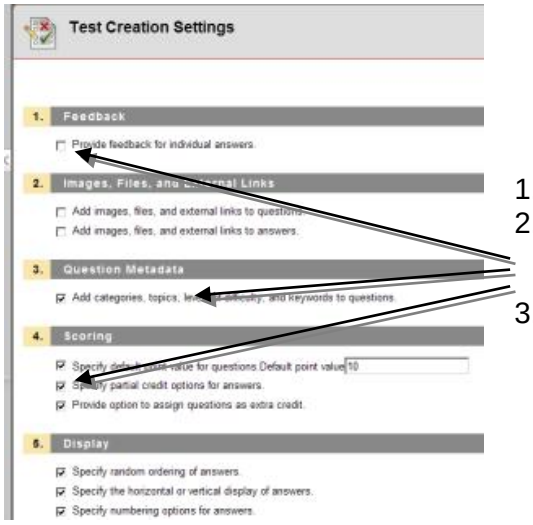


7. Fill out the **Instruction Field**. Let test takers know the parameters of the test such as time limits, opportunities to skip questions, or if they can return and finish the test later.
8. Once all of the fields have been completed**,** Click **Submit.** Submit This will open the **Test Canvas,** and begin the next step – **Creation Settings.**

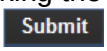
Step 2 Creation Settings

Test **Creation Settings** are located on the **Test Canvas** Page. These settings are the parameters for creating and administering test questions. Creation settings include:

- **Feedback-**Allows the instructor to provide for correct or incorrect answers.
- **Images, Files and External Links-** The instructor can include images, files and web links as an integral part of questions and answers. *Adding images will slow down the testing process for students.*
- **Question Metadata-** Adding a category or keyword to a question allows you to search and locate test questions for use in other tests.
- **Scoring-** This feature allows you to set a point value or partial point credit for each question within the test. Partial values are useful in multiple answer questions.
- **Display-** Allows you to determine options for question order, view and numbering.


Test Creation Settings
1. Feedback
Provide feedback for individual answers.
2. Images, Files, and External Links
Add images, files, and external links to questions.
Add images, files, and external links to answers.
3. Question Metadata
Add categories, topics, levels of difficulty, and keywords to questions.
4. Scoring
Specify default point value for questions. Default point value: 10
Specify partial credit options for answers.
Provide option to assign questions as extra credit.
5. Display
Specify random ordering of answers.
Specify the horizontal or vertical display of answers.
Specify numbering options for answers.

1. Click **Creation Settings**.

2. Choose the test creation options that best suit your needs by checking or un-checking the boxes.
3. When finished, Click **Submit.** 

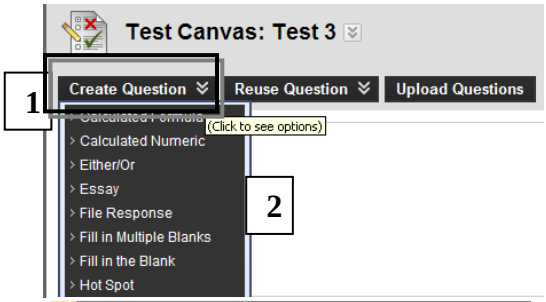
To return to the Test Canvas to **Add Questions.**

Step 3 Add Questions

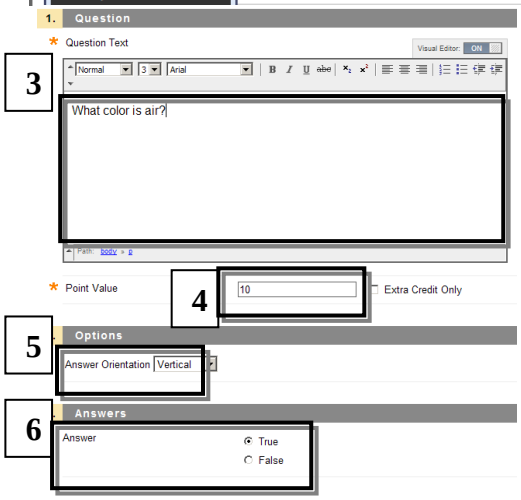
There are three options for adding questions: **Create Question, Reuse Question** and **Upload Questions**.

Create Question

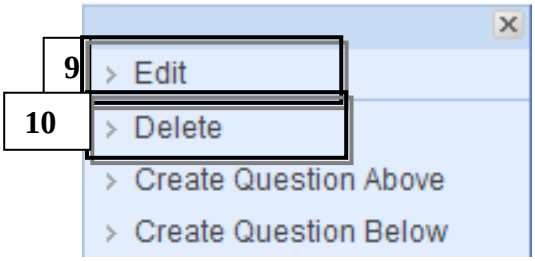
The process for creating questions in Blackboard is relatively simple. Follow the same basic steps below to create any type of question.



1. On the **Test Canvas page,** click the **Create Question button.** Create Question
2. Choose **True/False.** True/False

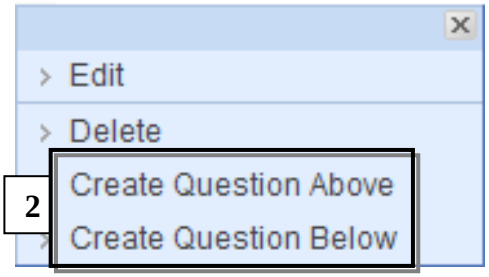


3. The **Create /Edit Question page** opens questions and answers are completed here.
4. Set a **Point Value**.
5. Review your **Options.** Options are determined in the **Test Canvas.**
6. Choose or type the **Answer(s)**.
7. Click **Submit.** Submit



8. After clicking **Submit**, the Test Canvas page re-opens. Review the questions, answers and feedback, ensuring that everything is correct.
9. If changes are necessary, click the **Action Button,** and choose **Edit** Edit to open the **Create/Edit page** and make changes.
10. If you decide to eliminate the question, click **Delete.** Delete

Additional Questions



1. If you want to add the same type of question, click the **Action Button,** and click **Create Question Above** Create Question Above or **Create Question Below**. Create Question Below
2. If you want to add a different type of question, choose a **question type** from the **Create Question menu**. Create Question
3. Once all questions have been added, click **OK** OK to deploy the test.

Reuse Question

The **Reuse button** allows you to generate a Question Set, create a Random Block of questions or Find Questions from previous tests.

- **Question Set -** Question Sets are groups of questions that can be presented in a random fashion determined by the instructor. Instructors create a Question Set by searching and selecting questions, determining the number of points per question and then choosing the number of questions to display to the user.
- **Random Block -** A Random Block is a group of questions retrieved from a Question Pool. Questions are randomly retrieved from the Question Pool based on the question type and the number of questions available. To use this option, you must first create a Question Pool.
- **Find Questions -** Questions are organized by the **Criteria** listed on the page. Use the **Criteria** drop-down lists to search for questions to add to the test.

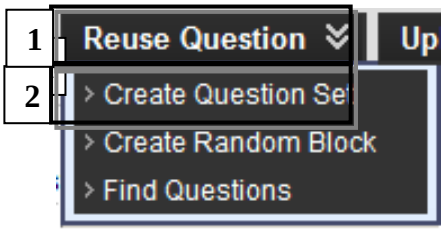
Create Question Set

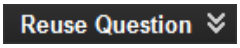
The Question Set is an option for instructors who want to create a comprehensive final exam drawn from concepts assessed in earlier tests. When the Question Set option is chosen, Instructors are able to search a database of test questions used in previous tests, and test questions located in question pools. They can select any or all of those questions, and insert them into the test. There are two search options:

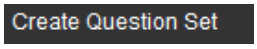
- **Browse Criteria –** Instructors can narrow their search by selecting the following criteria for their search: *Note that **Category, Topic, Level of Difficulty,** and **Keyword** searches can only be used if the instructor chose the **Metadata** option from the Test Canvas.*

Pools	Categories
Tests	Topics
Question Types	Level of Difficulty
	Keywords

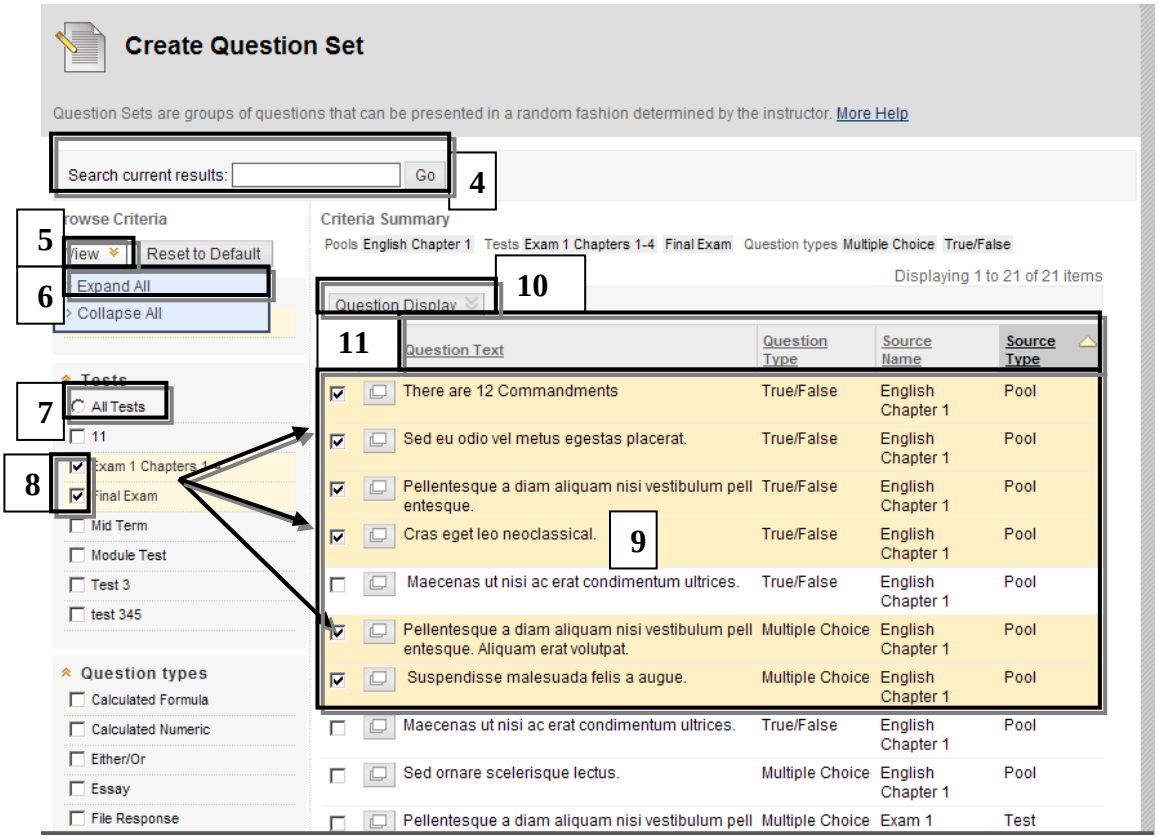
- **Search for questions -** The search can be narrowed by focusing the criteria search on words or phrases to locate a test question**.**



1. Click **Reuse Question**. 

2. Click **Create Question Set.** 

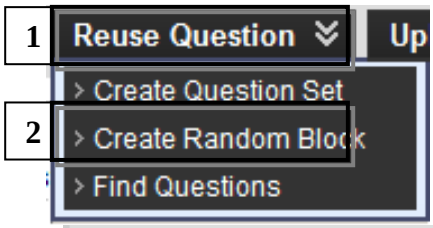
3. The **Create Question Set window** opens.


Create Question Set
Question Sets are groups of questions that can be presented in a random fashion determined by the instructor. More Help
Search current results:
Go
4
5
6
7
8
9
10
11
Browse Criteria
View
Reset to Default
Expand All
Collapse All
Tests
All Tests
11
Exam 1 Chapters 1-4
Final Exam
Mid Term
Module Test
Test 3
test 345
Question types
Calculated Formula
Calculated Numeric
Either/Or
Essay
File Response
Criteria Summary
Pools English Chapter 1
Tests Exam 1 Chapters 1-4 Final Exam
Question types Multiple Choice True/False
Displaying 1 to 21 of 21 items
Question Display
Question Text
Question Type
Source Name
Source Type
There are 12 Commandments True/False English Chapter 1 Pool
Sed eu odio vel metus egestas placerat. True/False English Chapter 1 Pool
Pellentesque a diam aliquam nisi vestibulum pell entesque. True/False English Chapter 1 Pool
Cras eget leo neoclassical. True/False English Chapter 1 Pool
Maecenas ut nisi ac erat condimentum ultrices. True/False English Chapter 1 Pool
Pellentesque a diam aliquam nisi vestibulum pell entesque. Aliquam erat volutpat. Multiple Choice English Chapter 1 Pool
Suspendisse malesuada felis a augue. Multiple Choice English Chapter 1 Pool
Maecenas ut nisi ac erat condimentum ultrices. True/False English Chapter 1 Pool
Sed ornare scelerisque lectus. Multiple Choice English Chapter 1 Pool
Pellentesque a diam aliquam nisi vestibulum pell Multiple Choice Exam 1 Test

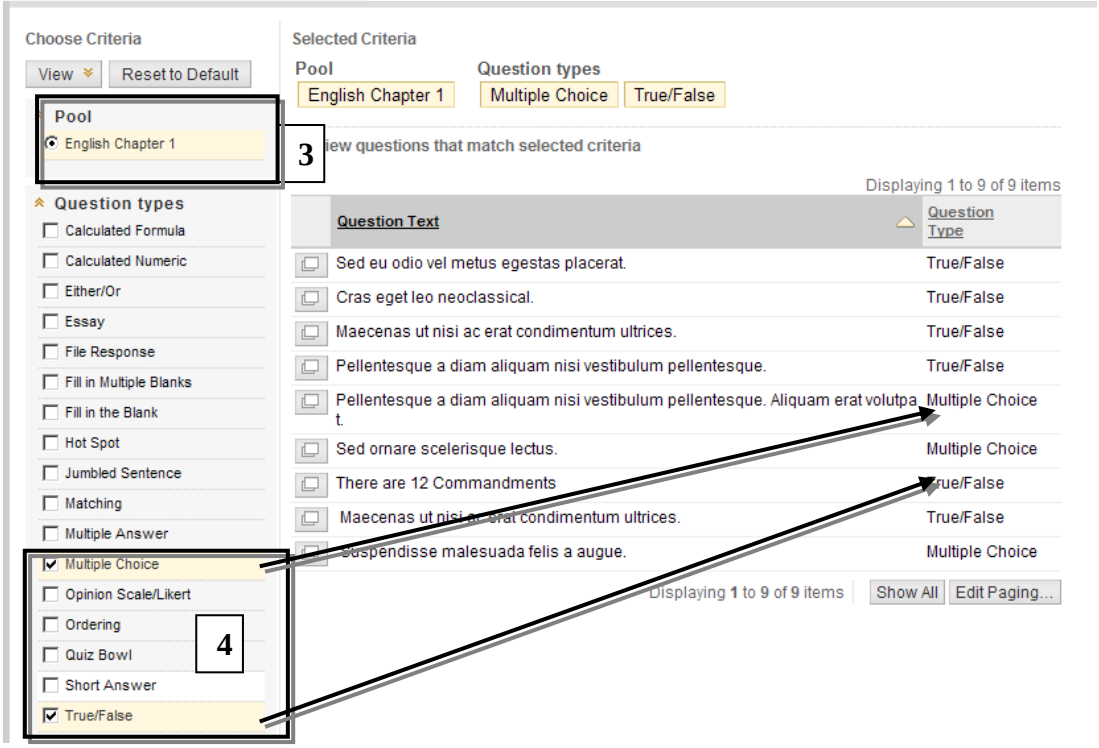
4. A specific question may be located by typing a keyword in the **Search current results** window and clicking **GO**. Go
5. Otherwise, View under **Browse Criteria**.
6. Click **Expand All** Expand All to view all of the **Criteria Options**.
7. Click **All Tests** to select questions from all administered tests.
8. Click the **checkboxes** in the criteria area to choose which **Pools, Tests** or **Question Types** will be browsed for test questions.
9. After each checkbox is selected, the results will appear on the right side of the page in the **Criteria Summary.** *Note that chosen tests and test questions are highlighted in yellow*.
10. To see the full text of the question, click **Custom Display** Question Display and select **Full Text.** Full Text
11. Questions may be sorted by **Question Text, Question Type, Source Name,** and **Source Type, by clicking the links at the top of the Criteria Summary.**
12. Once all of the test questions have been selected, click **Submit.** Submit
13. On the next menu, click **OK** OK to **deploy** the test**.**

Create Random Block

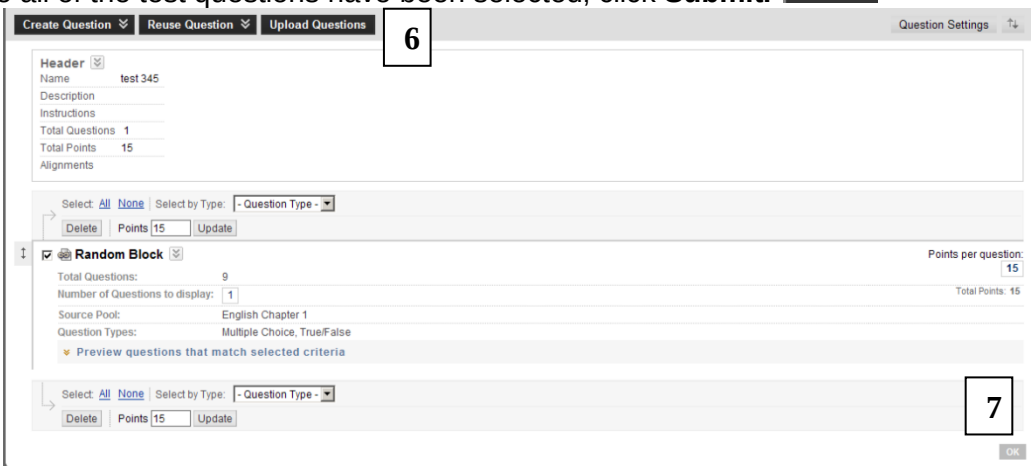
A Random Block is a group of questions retrieved from a Question Pool, based on the question type and the number of questions available in the pool.



1. Click **Reuse Question.** Reuse Question
2. Click **Create Random Block.** Create Random Block



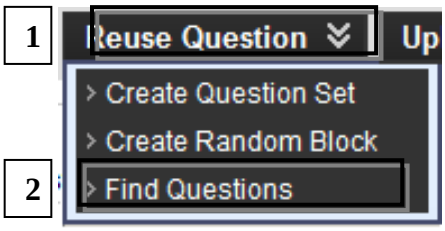
3. Choose a **Pool.**
4. On the next page, click the **checkboxes** ☑ to choose the types of questions (**True/False, Multiple Choice**, etc.).
5. Once all of the test questions have been selected, click **Submit.** Submit



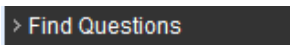
6. The **Test Canvas** re-opens. You may add more questions by clicking **Create**, **Reuse** or **Upload**. Create Question Reuse Question Upload Questions
7. Click **OK** OK to **deploy** the test**.**

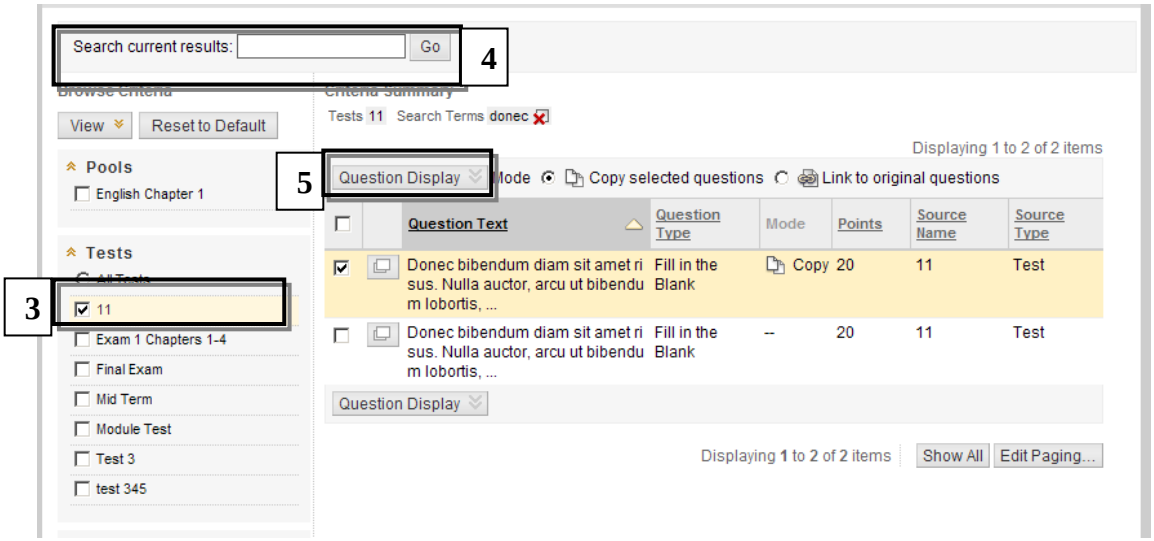
Find Questions

Use Find Question to search for a single test question based on specific criteria or keywords.

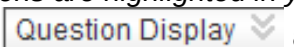


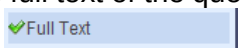
1. Click **Reuse Question.**

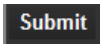
2. Click **Find Questions.** 



3. Click **checkboxes** in the criteria area to choose which **Pool** or **Test** will be searched.
4. A specific question may be located by typing a keyword in the **Search current results** window and clicking **GO**.

Results will appear on the right side of the page in the **Criteria Summary.** *Note that chosen tests and test questions are highlighted in yellow*.
5. To see the full text of the question, click **Custom Display** 

and select **Full Text.** 

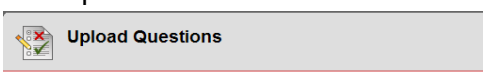
6. Once all of the test questions have been selected, click **Submit.** 

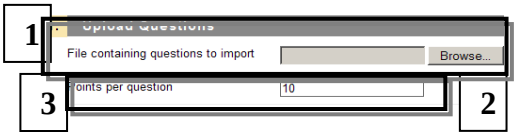
7. Click **OK**

to **deploy** the test**.**

Upload Questions

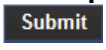
The Upload Question option allows instructors to upload a block of questions prepared by a textbook publisher. Questions can be downloaded directly from a CD-ROM, or a file located on the computer. Be sure to note the location of the question files.





1. Click **Upload Questions.**

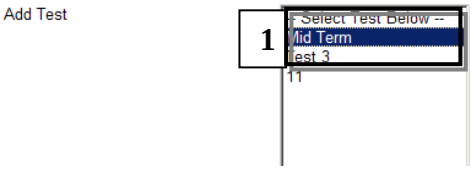
2. Click the **Browse** button to locate the question file.

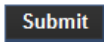
3. Give the questions a **point value.**
4. Click **Submit.** 

Once all questions have been added, click **OK**

to **deploy** the test**.**

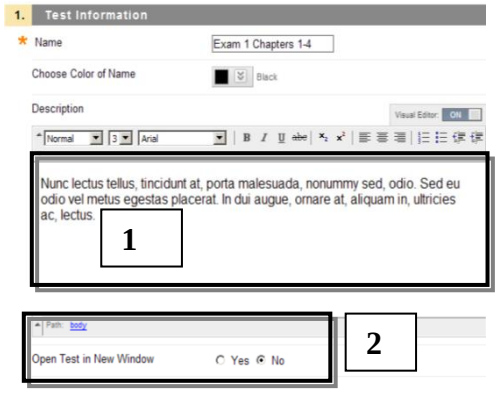
Step 4 Deploy the Test



1. On the **Create Test page,** choose a **test** from the add test list
2. Click **Submit**  to open the **Test Availability** page.

Step 5 Make the Test Available to Users

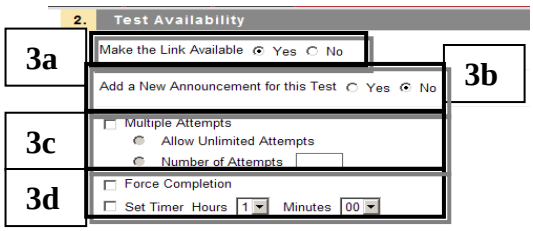
This is the most important step in the test creation process, as it will allow students to take the test. This step can be completed as part of the creation process, or prior to the test administration.

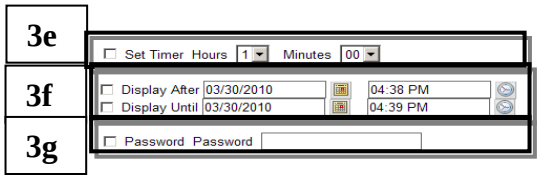

1. Test Information
Name
Exam 1 Chapters 1-4
Choose Color of Name
Black
Description
Nunc lectus tellus, tincidunt at, porta malesuada, nonummy sed, odio. Sed eu odio vel metus egestas placerat. In dui augue, ornare at, aliquam in, ultricies ac, lectus.
1
Open Test in New Window
Yes
No
2

1. On the **Test Information page**, locate **Test Information,** review the **Name** and **Description** of the test that you entered when you created the test. Make changes as necessary.

2. **Open Test in new Widow** - Choose **Yes** to open a new browser window for the test.

3. **Test Availability** Options:
   a. **Make link available:** If you are finished with the test and want to make it available to your students, select the **Yes** button ***Otherwise, students won't actually see the link to the test and thus won't be able to take it.***
   b. **Add New Announcement:** Choose **Yes** to Announce the test.
   c. **Allow multiple attempts:** Select this option to allow students to attempt the test as often as necessary to achieve a certain score. The Grade Center records the last score the student received**.**
   d. **Force completion:** This option requires completing the test on the first attempt. Students will not be allowed to save an assessment and return to it later. ***This option is not recommended,*** as it will close the test if the student uses the **Back** button
   e. **Set timer:** Select this option for a timed test. Use the drop down boxes to allocate the time allowed. This option provides students with a running clock and a warning when time is up. The student may finish the test past the time allotment, with a notation in the Grade Center if

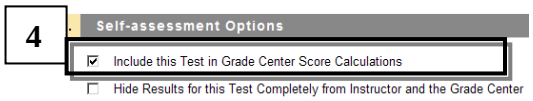




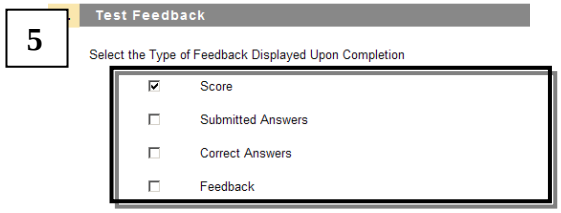
the time limit is exceeded. If you are administering a timed exam, you need to make clear to your students if there is what the penalty if they exceed the time limit.

f. If you want to limit the amount of time the test is visible and available to students, select the **Display Until** and/or **Display After** checkboxes, and click the **clock** and **calendar** icons to select the day and time.

g. . **Set password:** For added security, it is possible to set a password that students need to enter before taking the test. Click the **checkbox**, and type a password. **The password is case sensitive**.

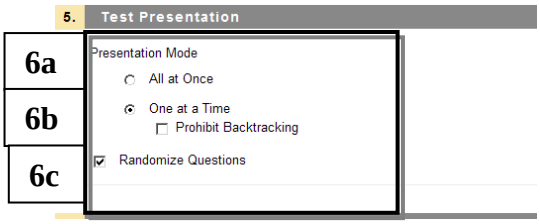

4
Self-assessment Options
Include this Test in Grade Center Score Calculations
Hide Results for this Test Completely from Instructor and the Grade Center

4. **Self-Assessment** sends the test score to the Grade Center. Choose an option by clicking the **checkbox.**



5. **Test Feedback** allows the instructor to decide how much feedback they provide to their students. Choose **one** option by clicking a **checkbox.**

6. **Test Presentation**
   a. **All at once** This allows students to view all of the questions before deciding which ones to answer If the test/quiz is long, students using dial-up services with time-outs for inactivity, could possibly have problems completing the test.
   b. **One at a Time** This option allows the student to view one question at a time on the screen. This is the most secure option. **Prohibit Backtracking** In conjunction with the option of viewing one question at a time it is possible to prevent students from returning to previous questions that they have already answered.
   c. **Randomize Questions** This option ensures that each student sitting the test will view the questions in a different order, the server randomizes the order of the questions each time the assessment is taken by students**.**



7. Once all options are chosen Click **Submit.** Submit

Step 6 Review and Administer the Test

After completing all of the test settings:

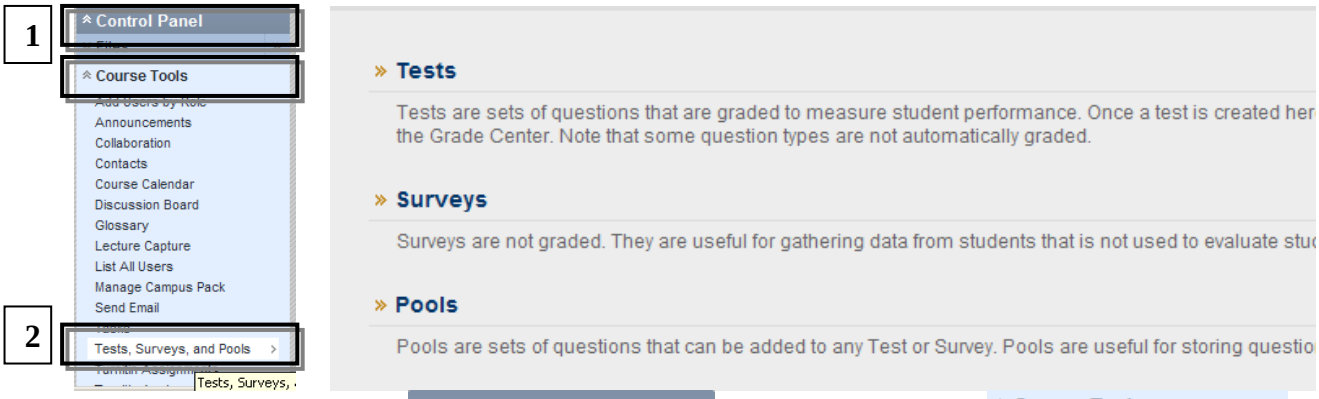
1. Review the settings to make sure that the test is available at the designated time.

2. Review the test to ensure that answers match the questions and that the answers are correct.
3. Review links to see that they load properly.
4. Once the review process is complete, make the test available or set a start date.

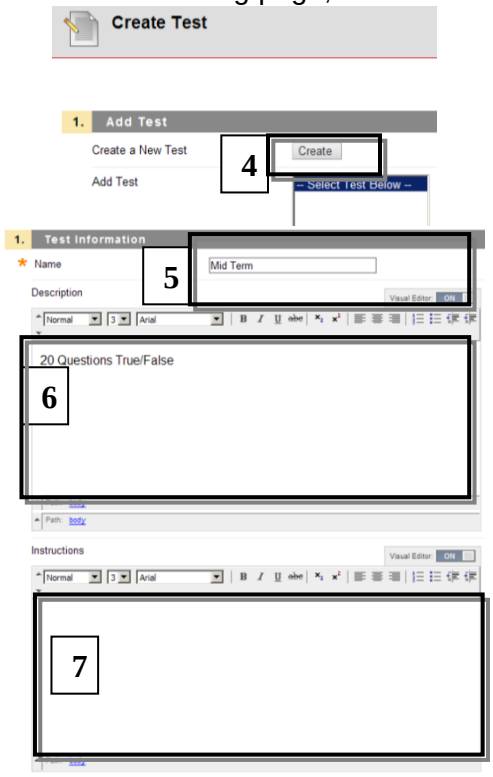
Create Question Pools

Once the pool shell is created, follow the procedures for establishing Creation Settings and adding test questions on pages 5-7 of this tutorial.

Create the Pool Shell


1
Control Panel
Course Tools
Announcements
Collaboration
Contacts
Course Calendar
Discussion Board
Glossary
Lecture Capture
List All Users
Manage Campus Pack
Send Email
2
Tests, Surveys, and Pools
Tests
Tests are sets of questions that are graded to measure student performance. Once a test is created her
the Grade Center. Note that some question types are not automatically graded.
Surveys
Surveys are not graded. They are useful for gathering data from students that is not used to evaluate stu
Pools
Pools are sets of questions that can be added to any Test or Survey. Pools are useful for storing questio

1. In the **Control Panel**, Control Panel click **Course Tools.** Course Tools
2. Choose **Tests Surveys**, **and Pools**. Tests, Surveys, and Pools
3. On the following page, choose **Build Pool**. Build Pool



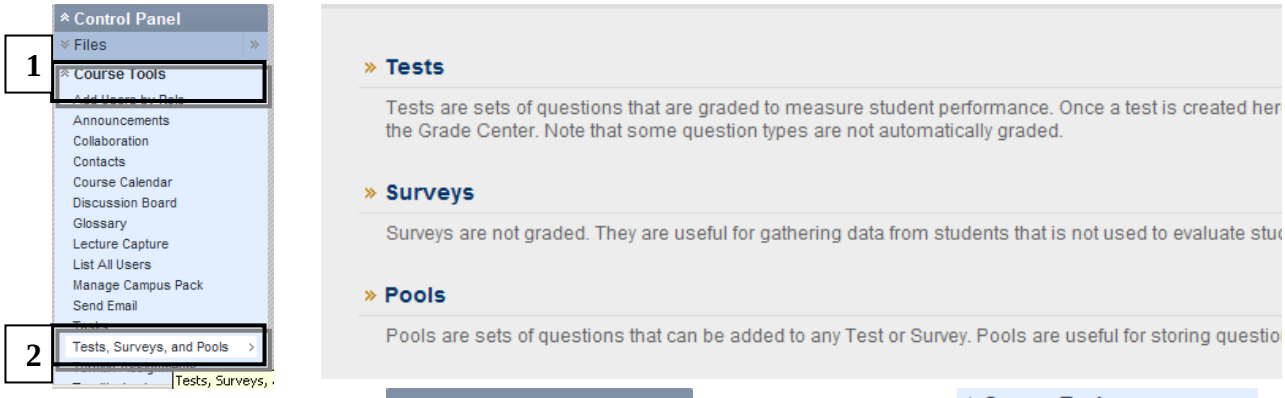
4. The **Create Test page** opens, click **Create.** Create

5. The **Test Information** page opens. Fill out the **Name Field** with the name or subject of the test.
6. Fill out the **Description Field** with a description of the test. For example **"20 Questions True/False".**

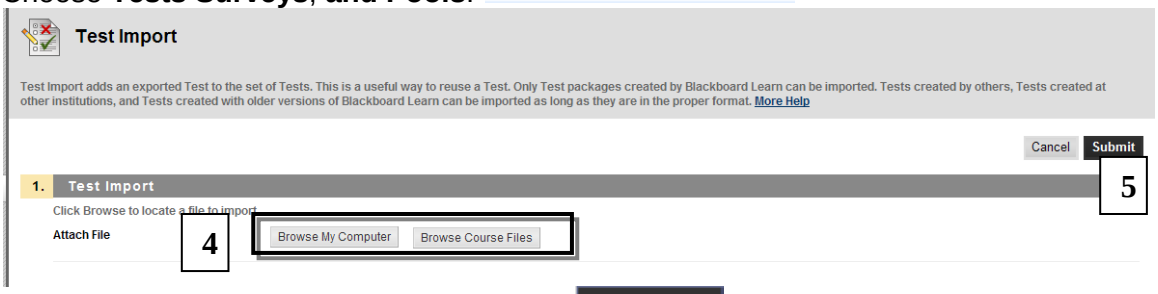
7. Fill out the **Instruction Field**. Let test takers know the parameters of the test such as time limits, opportunities to skip questions, or if they can return and finish the test later.
8. Once all of the fields have been completed**,** Click **Submit.** Submit

Import Tests

Textbook publishers also create complete test formatted for the Blackboard interface. The process for using one of these tests is very simple:


Control Panel
Files
Course Tools
Announcements
Collaboration
Contacts
Course Calendar
Discussion Board
Glossary
Lecture Capture
List All Users
Manage Campus Pack
Send Email
Tests, Surveys, and Pools
1
2
Tests
Tests are sets of questions that are graded to measure student performance. Once a test is created her
the Grade Center. Note that some question types are not automatically graded.
Surveys
Surveys are not graded. They are useful for gathering data from students that is not used to evaluate stu
Pools
Pools are sets of questions that can be added to any Test or Survey. Pools are useful for storing questio

1. In the **Control Panel**, Control Panel click **Course Tools** Course Tools
2. Choose **Tests Surveys**, **and Pools**. Tests, Surveys, and Pools


Test Import
Test Import adds an exported Test to the set of Tests. This is a useful way to reuse a Test. Only Test packages created by Blackboard Learn can be imported. Tests created by others, Tests created at other institutions, and Tests created with older versions of Blackboard Learn can be imported as long as they are in the proper format. More Help
Cancel
Submit
1. Test Import
Click Browse to locate a file to import
Attach File
Browse My Computer
Browse Course Files
4
5

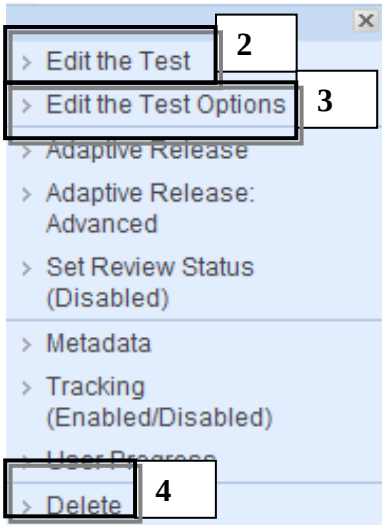
3. On the following page, choose **Import Test** Import Test
4. On the next page, cllick **Browse My Computer or Browse Course Files** Browse My Computer Browse Course Files to locate the file. Tests can be downloaded directly from a CD-ROM, or a file located on the computer. Be sure to note the location of the files.
5. Click **Submit.** Submit

The test is preformatted, and will not require additional editing. However, you may want to edit point values for individual questions. In addition, the **Availability Options** well need to be set.

Test Options

Edit Tests, Download and review test results from the Grade Center, disable screen printing use the Respondus Test Builder, and Respondus Lockdown Browser.

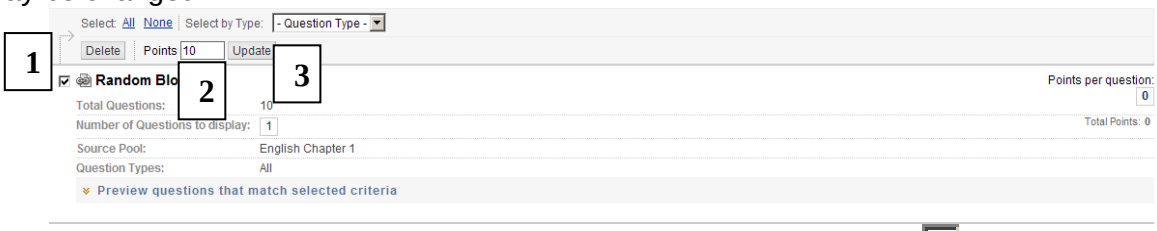
Edit a Test



1. Click the **Action button** next to the test link to open the **Edit Menu.**
2. Choose **Edit the Test** Edit the Test to add, edit, delete or re-arrange questions. This option will open the **Test Canvas**.
3. Choose **Edit the Test Options** Edit the Test Options to make the test available or set **Availability Options**.
4. Choose **Delete** Delete to remove a test.

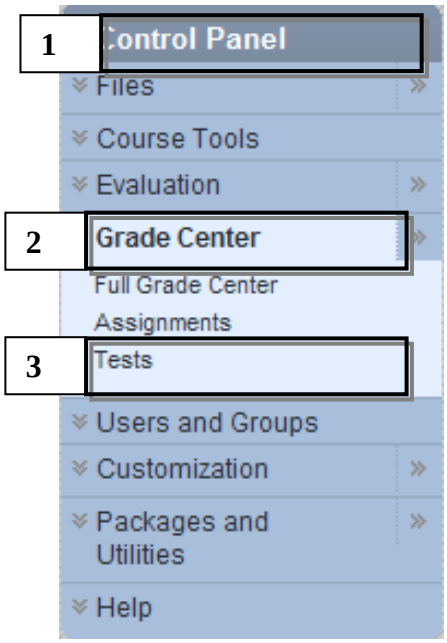
Edit Point Values for Reused Questions

Since test questions are being copied from others tests, point values for each question may differ from the point value of questions on the current test. The point value for reused questions may be changed.

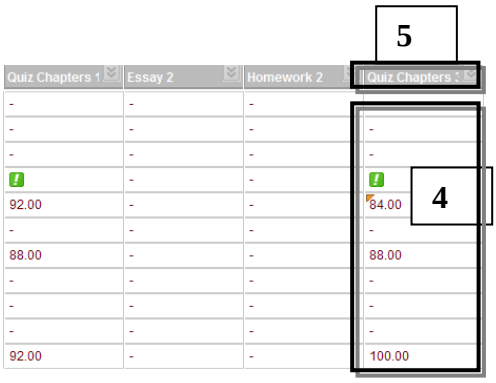


1. Once the questions have been added to the test click the **checkbox** next to the question type (Random Block, Question Set)
2. Change the point value for the question in the **Points window**. Points 10
3. Click **Update.** Update

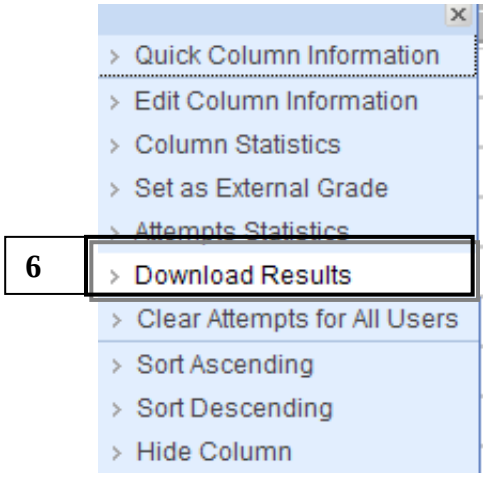
Acquire and View Test and Survey Results



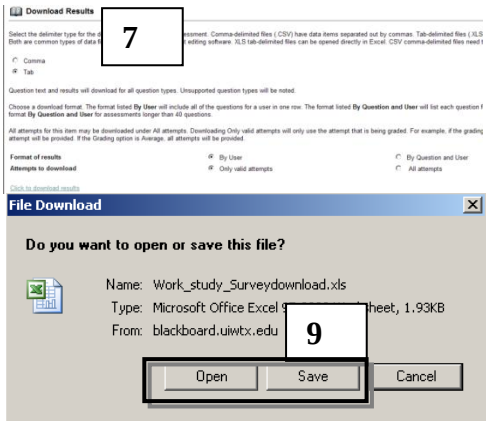
1. Click **Control Panel.**
2. In the Control Panel, locate **Grade Center**
3. Click **Tests.**



4. In the Grade Center, locate the test.
   - If a student has completed the test, a **numeric grade** 88.00 indicates that a **Test** has been completed.
   - A **Checkmark** indicates that a **Survey** has been completed.
   - An **Exclamation Point** indicates that the Test has been taken, but the instructor must **download the test results to grade an essay or short answer question.**
   - If a **pencil and paper** appears in the column, a student is either still taking the test, or has not submitted the test properly.
5. Click the **test name** at the top of the column.



6. Click **Download Results**

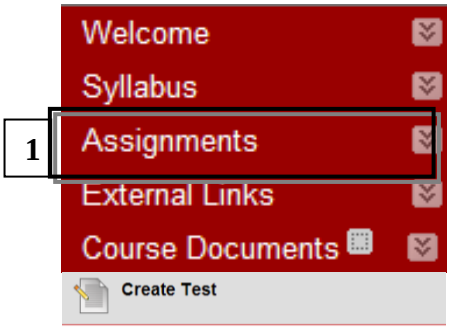


7. A new page opens. **DO NOT change** any of the Default settings.
8. At the bottom left of the page, **Click to Download Results**. Click to download results
9. A **File Download** option appears, click **Open** Open or **Save**. Save Survey results will download in Excel format.
10. If a warning pops up, click **Yes.**

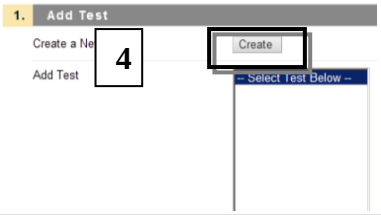
Disable Print Screen and Screen Copy on a Test

As an added tool for test security, you can add a string of HTML code to a Blackboard test to disable the computer's screen capture, copy, paste, and print functions to obtain a copy of the test. When inserted in the instruction field, the code disables these functions as soon as the test is attempted. The HTML code can be added to new or existing tests.

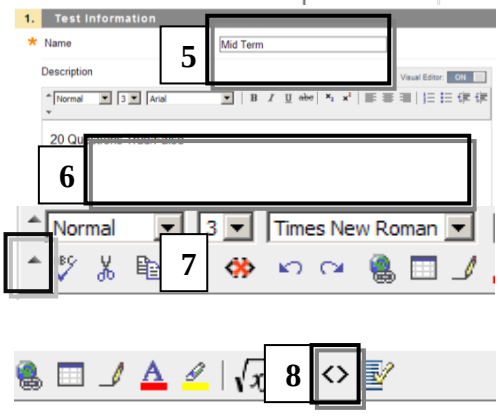
Add the Code to a New Test



1. With the **Edit Mode ON**, Edit Mode: ON choose the **Assignments** Content Area**.**
2. The **Assignments** page opens, click **Create Assessment.** Create Assessment
3. From the **Create Assessment menu,** choose **Test** Test



4. The **Create Test page** opens, click **Create.** Create

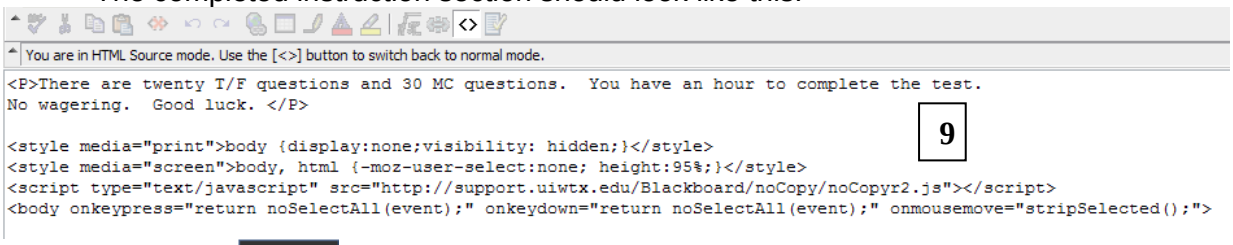


5. The **Test Information** page opens. Fill out the **Name Field** with the name or subject of the test.
6. Fill out the **Description Field** with a description of the test. For example **"20 Questions True/False".**
7. In the **Instruction Field** locate the triangle on the left corner of the **Instruction Toolbar** (just below the word "Normal" on the font menu). Click the **triangle** to expand the toolbar.
8. Locate and click on the **HTML icon.**
9. Copy and paste the following line of HTML code in

the Instructions window.

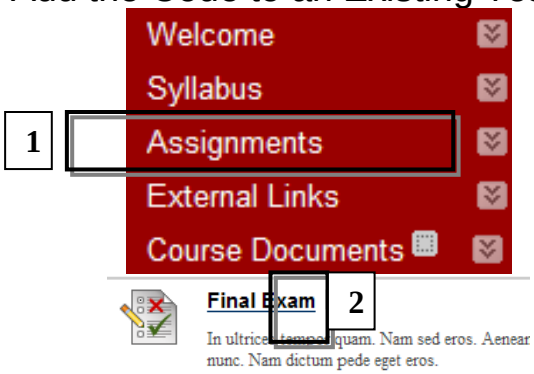
<style media="print">body {display:none;visibility: hidden;}</style> <style media="screen">body, html {-moz-user-select:none; height:95%;}</style> <script type="text/javascript" src="http://support.uiwtx.edu/Blackboard/noCopy/noCopyr2.js"></script> <body onkeypress="return noSelectAll(event);" onkeydown="return noSelectAll(event);" onmousemove="stripSelected();"> noSelectAll(event);" onkeydown="return noSelectAll(event);" onmousemove="stripSelected();">

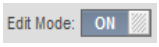
- You MUST be in **HTML** mode prior to pasting the script.
- Be sure to include the carrot **(<>)** symbols.
- The completed instruction section should look like this:



10. Click **Submit.** Submit to open the Test Canvas, and complete the test as normal

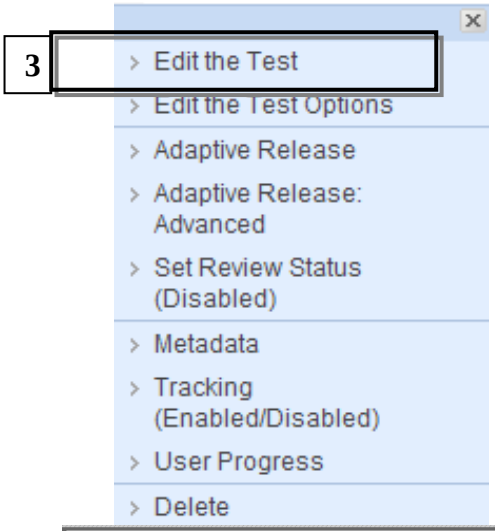
Add the Code to an Existing Test



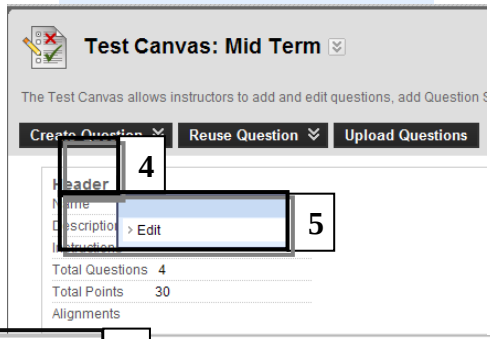
1. With the **Edit Mode ON**, 

choose the **Assignments** Content Area**,** and locate the test.

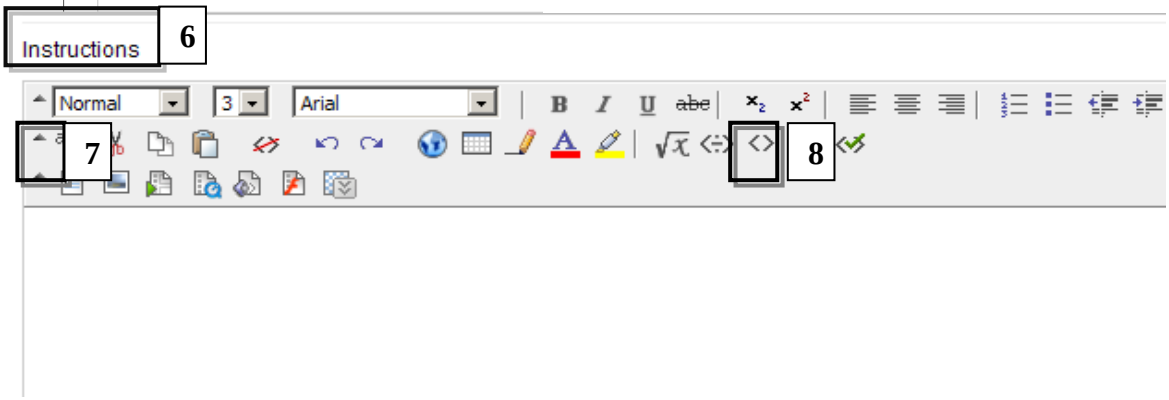
2. Click the **Action button** next to the test link.



3. The **Edit Menu** opens**.** Choose **Edit the Test**.



4. The **Test Canvas** page opens. Click the **Action button** next to **Header**.
5. Click **Edit**

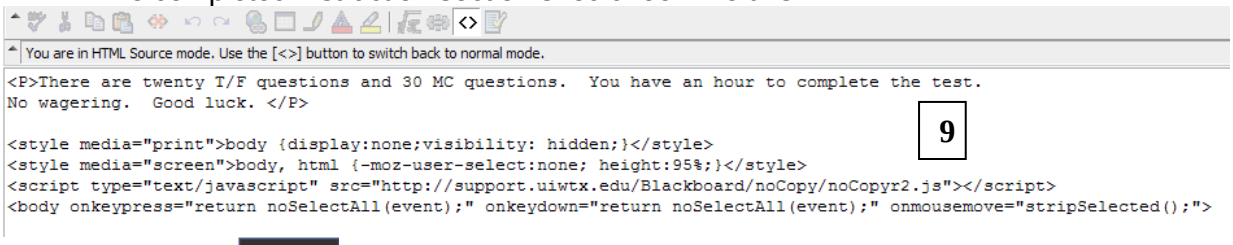


6. Scroll Sown to the **Instructions Field**

7. Locate the triangle on the left corner of the **Instruction Toolbar** (just below the word "Normal" on the font menu). Click the **triangle** to expand the toolbar.
8. Locate and click on the **HTML icon.** <>
9. Copy and paste the following line of HTML code in the Instructions window.

<style media="print">body {display:none;visibility: hidden;}</style> <style media="screen">body, html {-moz-user-select:none; height:95%;}</style> <script type="text/javascript" src="http://support.uiwtx.edu/Blackboard/noCopy/noCopyr2.js"></script> <body onkeypress="return noSelectAll(event);" onkeydown="return noSelectAll(event);" onmousemove="stripSelected();"> noSelectAll(event);" onkeydown="return noSelectAll(event);" onmousemove="stripSelected();">

- You MUST be in **HTML** mode prior to pasting the script.
- Be sure to include the carrot **(<>)** symbols.
- The completed instruction section should look like this:



10. Click **Submit.** Submit to open the Test Canvas, and complete the test as normal

Respondus Assessment Builder

Respondus is a software tool that assists instructors in creating assessments. Respondus converts documents created in rich text format (.rtf), or Microsoft Word (.docx) formats, and converts them to a format suitable for uploading to Blackboard. Users may also create new tests, replace existing tests, or create question pools. Respondus can also be used to print tests and answer keys. In addition to creating tests, users may also spell check tests and answers, add images and media, or use a question to tests.

Types of Questions

Only eight question types are available for use with Respondus:

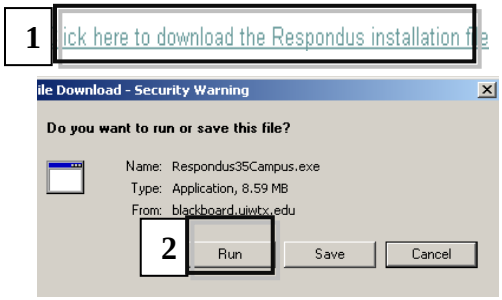
Question Type	**Description**
Multiple Choice	Up to 20 answer choices, but only one correct answer can (and must) be selected.
True or False	With Surveys, "True and False" is replaced with "Yes and No".
Essay/Short Answer	Allow students to enter complete sentences or paragraphs for their answer. Answers are graded manually.
Matching	Require students to match items from two columns.
Ordering	Answers are provided in a specific order or series.
Fill in the Blank	Students to enter a word, short phrase, or string of characters. Students must give an answer that exactly matches one of the answers provided by the teacher. You are permitted to enter multiple forms of the correct answer.
Multiple Answer	Students can (and generally should) select more than one correct answer.

Algorithmic Students to apply a mathematical formula to answer the question.

Download Respondus

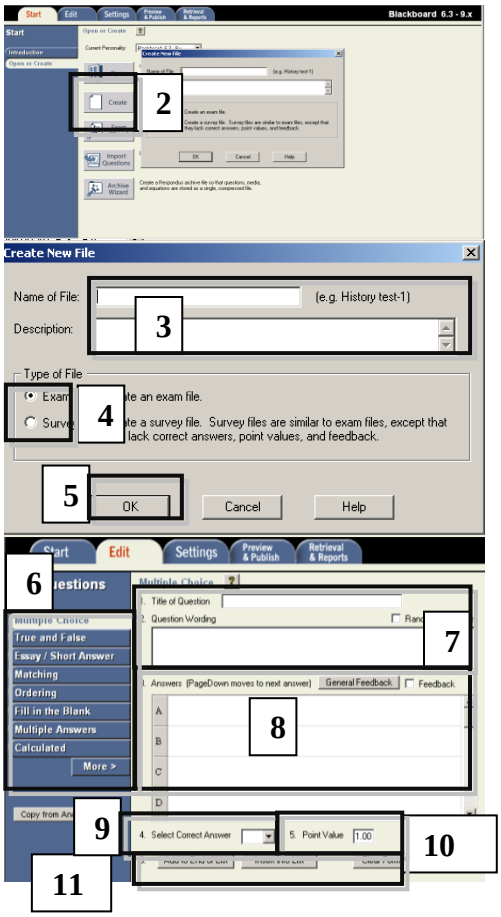
The licensing information listed below is entered each time the Respondus software is installed.

Institution Name	University of the Incarnate Word
Local Support Contact	Kenneth Rogers (ksrogers@uiwtx.edu)
Installation Password	ZR021375037-241612815 (Password valid through: July 31st 2010)



1. On the **Blackboard homepage**, locate and click on the **Download Respondus Link**.
2. Click **Run,** Run and then follow the prompts to complete the installation.

Create a Test as a New Respondus File



1. Click the **Respondus icon.**
2. From the Start menu, click **Create** Create to create a new file.
3. Enter a **file name** and a **description.**
4. Choose **Exam** or **Survey**.
5. Click **OK**. OK
6. The Edit menu Opens. Choose a **Question Type**.
7. Type the **question** and **title**.
8. Type the **answer**(s).
9. Select the **correct answer**.
10. Type a **point value**.
11. Select the **location for the question**.
12. Repeat the process until all questions are added.

Import Questions from Microsoft Word 2007

Format Questions

Questions are numbered followed by a period or parenthesis. Place a space after the period or parenthesis and type the question. For Example:

1. What is the capital of Texas?
1) What is the capital of Texas?

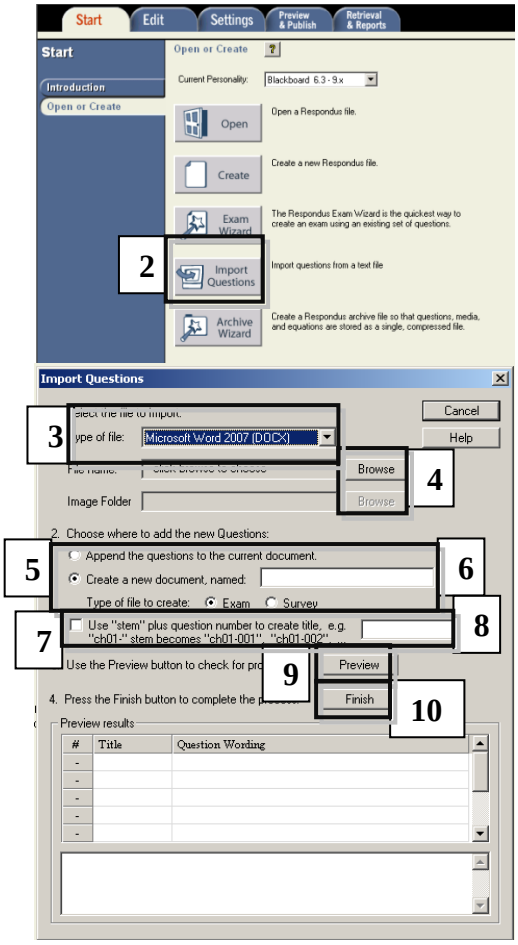
Format Answers

Type answers with a letter followed by a period and the answer. Correct answers are denoted by an asterisk (*) directly in front of the correct answer. For Example:

***a. Austin**
***a) Austin**

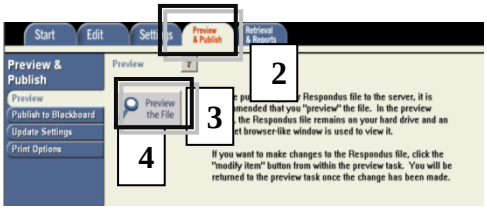
The answers can also be listed at the end of the file. This list must be formatted with the question number, and answer choice answer. All answers must be placed under the heading **Answers.** For Example:

1. *a. Austin
1) *a) Austin

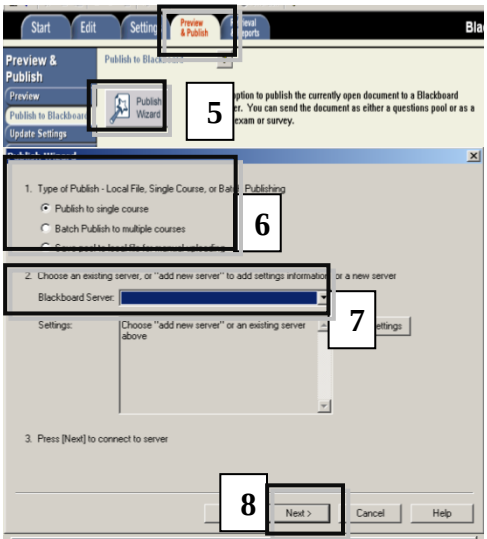


1. Click the **Respondus icon.**
2. From the Start menu, click **Import Questions** to create a new file.
3. Choose a **file type** (**Microsoft Word 2007**)
4. Click **Browse** Browse... to locate the document.
5. In the menu **Create a new document named**: type a **new document name**.
6. Choose **Exam** or **Survey**.
7. Click **Use stem plus question number**.
8. Type a **stem** (**test-001**).
9. Click **Preview** Preview to review the test.
10. Click **Finish**. Finish

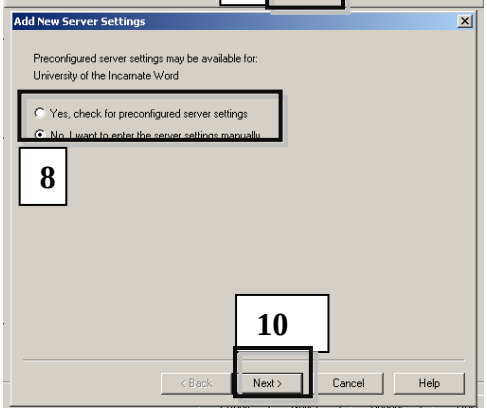
Publish a Respondus Test



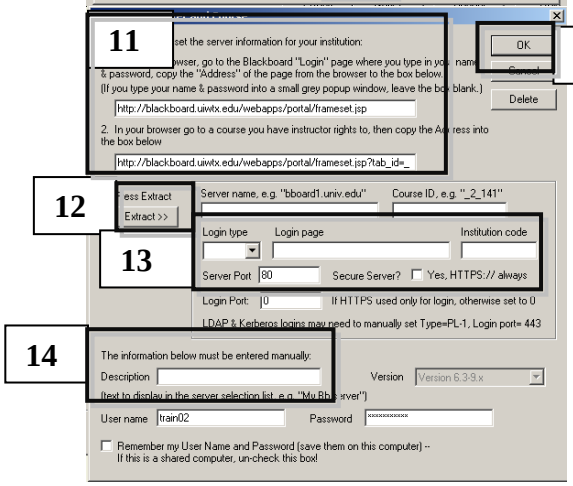
1. Click the **Respondus icon.**
2. From the **Start menu**, click the **Preview and Publish** tab.
3. Click the Preview the File button to preview the test. This is an opportunity to review the test for correct answers, images, and content.


Preview & Publish
Publish Wizard
5
1. Type of Publish - Local File, Single Course, or Batch Publishing
Publish to single course
Batch Publish to multiple courses
6
2. Choose an existing server, or "add new server" to add settings information for a new server
Blackboard Server:
Settings:
Choose "add new server" or an existing server above
7
3. Press [Next] to connect to server
8
Next >
Cancel
Help

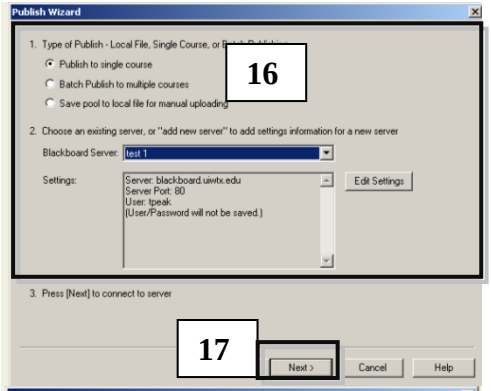
4. Click the **Preview & Publish** tab again.
5. Click the **Publish Wizard button**.
6. Choose a **Publishing Type**:
   - Single Course
   - Batch Course
   - Pool
7. The Blackboard Server window will have a server address. If not, change the setting to **Add New Server.**
8. Click **Next**.



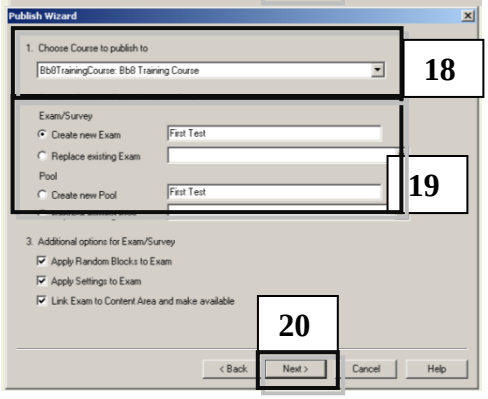
9. On the next page, click **No**.
10. Click **Next**.



11. Review the instructions, and type in the **server and course settings**.
12. Click **Extract**.
13. Type your **Username** and **Password** in the spaces provided.
14. Type the **Test Title** in the **description** window.
15. Click **OK**.



16. Review the server information from step 6,
17. Click **Next**.



18. Click the **drop down list** to choose the **course** to add the test.
19. Choose the **test settings**.
20. Click **Next**.

TWICE
21. When the status changes to **Completed Successfully**, the test has been successfully uploaded. Login to your course and open the test to modify the test settings and make the test available.

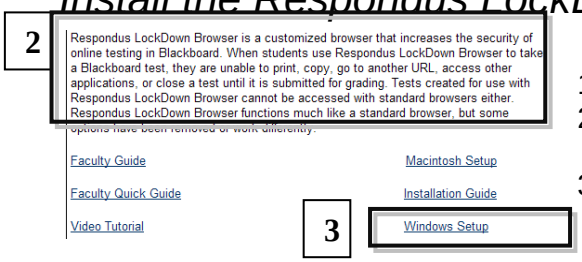
The Respondus LockDown Browser

The Respondus LockDown Browser increases the security of online testing for Blackboard administered tests and quizzes. When installed, the Lockdown Browser prevents:

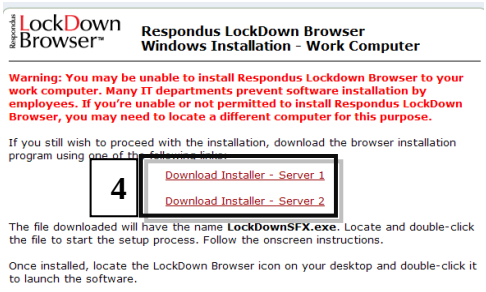
- Access the address bar on their browser or the start button on their desktop.
- Access to the function keys and right-click options using the mouse.
- Exiting the test until the test is complete.
- Assessment attempts without the LockDown browser installed.
- Access to other areas of Blackboard.
- Screen captures.

Any added test features such as images, external files, or links to other websites are still available. External links attached to tests open in another LockDown Browser.

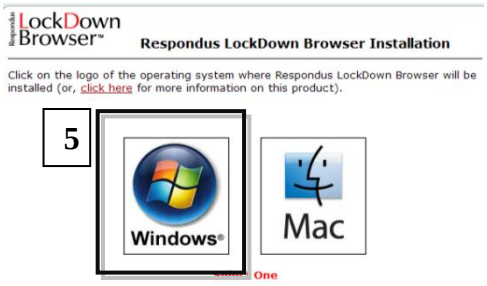
Install the Respondus LockDown Browser


2
Respondus LockDown Browser is a customized browser that increases the security of online testing in Blackboard. When students use Respondus LockDown Browser to take a Blackboard test, they are unable to print, copy, go to another URL, access other applications, or close a test until it is submitted for grading. Tests created for use with Respondus LockDown Browser cannot be accessed with standard browsers either. Respondus LockDown Browser functions much like a standard browser, but some
Faculty Guide
Faculty Quick Guide
Video Tutorial
Macintosh Setup
Installation Guide
3
Windows Setup

1. Log into Blackboard.
2. On the course homepage, locate the banner **Respondus Lockdown Browser.**
3. Choose **Windows Setup**


LockDown Browser
Respondus LockDown Browser
Windows Installation - Work Computer
Warning: You may be unable to install Respondus Lockdown Browser to your work computer. Many IT departments prevent software installation by employees. If you're unable or not permitted to install Respondus LockDown Browser, you may need to locate a different computer for this purpose.
If you still wish to proceed with the installation, download the browser installation program using one of the following links:
4
Download Installer - Server 1
Download Installer - Server 2
The file downloaded will have the name LockDownSFX.exe. Locate and double-click the file to start the setup process. Follow the onscreen instructions.
Once installed, locate the LockDown Browser icon on your desktop and double-click it to launch the software.

4. Review the warning and click an **Install Link**

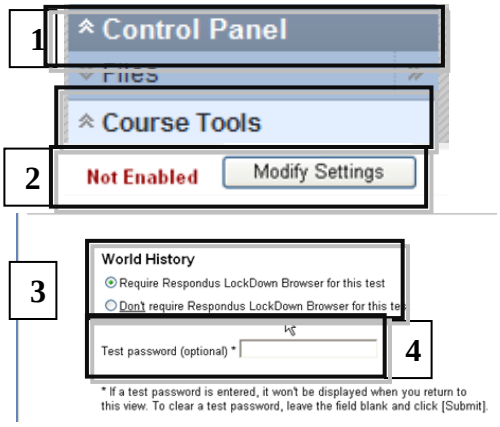

LockDown Browser
Respondus LockDown Browser Installation
Click on the logo of the operating system where Respondus LockDown Browser will be installed (or, click here for more information on this product).
5
Windows
Mac

5. Select **Windows**
6. The **Download menu** opens, click **Save.** and follow the prompts to continue the download

7. Choose **Click to Install,** and follow the prompts to complete the installation
8. The LockDown Browser icon installs on the desktop.

Create (enable) a test with the LockDown Browser

After a test has been created and deployed, it can now be added to the Respondus LockDown browser.


1
Control Panel
Course Tools
2
Not Enabled
Modify Settings
3
World History
Require Respondus LockDown Browser for this test
Test password (optional) *
4
* If a test password is entered, it won't be displayed when you return to this view. To clear a test password, leave the field blank and click [Submit].

1. In the **Control Panel**, select **Respondus Lockdown Browser** from Course Tools.
2. Choose a test from the list and click **Modify Settings.**
3. On the next page click the button for **Require Respondus LockDown browser.**
4. Add a **password** if necessary. (Note that if a test is password-protected, remove the password from the Modify Test options, and add a password here).
5. Click **Submit.** Submit